

Hiring Freeze Exception Request Form

Department	
Division/College	
Submitted by	
Contact Information	

Position Information: (Please attach organizational chart for this position)

Position Title				
This position is	New	Replacement		
Position Number				
Pay Grade (if classified)				
Salary		Per		
FOAPL (Fund and Org)	Fund	Org	%	
	Fund	Org	%	
	Fund	Org	%	
Position Type	Classified Exempt Classified/Non-Exempt Non-Classified Faculty MURC			
Position Status	Full-time	Part-time	Regular-status	Temporary until
	1 12 month	11 month	10 month	9 month Other
Position Supervisor Name				
Date position available				
Job Location				
Are any waivers of affirmative action search requirements requested? If yes, please attach a justification document and a copy of the proposed candidate's resume or CV, as is appropriate.	Yes	No		

Reason for Exception (select any that apply):

Position is critical to:		Campus and personal health and safety
		Compliance with federal, state and local laws and regulations
		Delivery of essential University services
		Courses needed for timely graduation
		Advancement of the academic mission
		Position serves a critical leadership role

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Criteria: (Please use attachments if necessary)

Explain the specific reason for the exception, including the function of this position and the direct impact on core and essential business operations

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Explain the negative impact on essential or critical business operations of suspending, delaying or freezing the requested action

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Explain the other methodologies and/or options that have been explored and exhausted to avoid the exception request

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Explain how the job responsibilities are currently being fulfilled

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Explain the responsibilities that can be performed by other staff

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Explain the funding sources that support the position and the proposed funding distribution

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Approval Signatures:

Dean/Director Name Print

- Approved
- Denied

Dean/Director Signature

Date

Vice President Name Print

- Approved
- Denied

Vice President Signature

Date

Freeze Committee Chair Name Print

- Approved
- Denied

Freeze Committee Chair Signature

Date