

# Hiring Freeze Exception Request Form

<b>Position Title:</b>	
<b>Position Number:</b>	
<b>Department:</b>	
<b>Division:</b>	
<b>Submitted by:</b>	
<b>Contact Information:</b>	
<b>Exception to Advertisement:</b>	

**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 necessary for timely graduation
		Advancement of the academic mission
Funding:		College will transfer 10% of current recurring budget to university reserve

**Criteria:**

Explain the specific reason for the exception, including the function of this position and the direct impact on core and essential business operations.
Explain the negative impact on essential or critical business operations of suspending, delaying, or freezing the requested action.
Explain the other methodologies and/or options that have been explored and exhausted to avoid the exception request.
Explain how the job responsibilities of the position are currently being fulfilled.

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<b>Position Number</b>	
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**Criteria (continued):**

Explain the responsibilities that can be performed by other staff.
Explain the funding sources that support the position and the proposed funding distribution.
Explain the ability of the unit to respond to a 10% budget reduction while committing funds for the requested action.
Explain the stage of the hiring process for the position requested (if applicable).

<b>Approval Signatures</b>
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\_\_\_\_\_  
Vice President Signature

\_\_\_\_\_  
Date

Approved

Denied

\_\_\_\_\_  
Position Exception Committee Signature

\_\_\_\_\_  
Date