

HIRING FREEZE EXCEPTION REQUEST

Requestor Information

Name: _____

Title: _____

College/School/Division/Department: _____

Email/contact information: _____

Date of submission: _____

Approved by (VP): _____

Reason for Exception Request

To be considered for an exception, the position must meet at least one of the criteria below. Please provide a detailed explanation for any criteria that apply.

RISK – Filling this position limits institutional risk, including personal safety, community safety, and reputational risk.

COMPLIANCE – Filling this position ensures adherence to accreditation standards and regulatory requirements (state, federal, etc.).

DEPLETION – Data demonstrates that failure to fill the position will severely compromise institutional operations, especially in supporting students.

REVENUE GENERATION – Filling the position would produce a demonstrable return on investment (ROI) by bringing in additional resources and/or utilizing existing resources more effectively (e.g. new academic program, expansion of existing programming).

STRATEGIC PRIORITIES – Filling the position aligns with key strategic priorities of the institution.

To help assess this request, please provide the following additional information.

Describe the impact on essential or critical business operations if the exception is not approved.

How are the responsibilities for the position currently being fulfilled?

Describe all the specific options that have been explored and exhausted to avoid this exception request. PRIOR TO CONSIDERATION, exception requests must demonstrate bona-fide evaluation of alternatives to hiring, such as: elimination of function(s), shifting the function to other position(s), downgrading the vacancy to a lower level, if conducive to operational needs.

Open Position Information

Position title: _____

Type of position: classified/faculty/SUOAF/management confidential _____

Is this an existing or new position? _____

For existing positions:

When was the position last filled? _____ Position number: _____

Proposed hiring date: _____

Is the position fully or partially grant-funded? Y/N _____ Percentage grant funded: _____

Salary range for the position: _____

Other Documentation

Please include a current job description for the position, an organizational chart, and any other materials that would aid in assessing the need for an exception.

APPROVED: _____

Dr. Dwayne Smith, Interim President

Date: _____