**Instructions**

(Effective Immediately)

The Request for Exception to Hire should be used to request new or replacement hires to positions of critical need at the lowest reasonable cost, after all other solutions to providing the service have been exhausted. This process will replace the current “Justification Form” until the Personnel Freeze is lifted.

This process does not replace existing processes to approve staff overtime, staff working out of class, reassignment of existing personnel, reassignment of duties, course consolidation, etc.

Increases to FTE for temporary faculty or assignment of overload to regular faculty should be preapproved by the Office of Academic Administration as these have cost implications as well and are often not the most cost effective use of resources.

1. When calculating net revenue, please prepare a comprehensive analysis showing revenue generated as well as direct salary/wages, benefits, and other costs. If the hire will not directly generate revenue, describe how the hire generally supports revenue generation. If no rationale exists please enter N/A.
2. When describing why this hire is the most cost-effective solution, please discuss other solutions considered and why they are more costly or not reasonable. Consider: reassigning duties to existing personnel; streamlining course offerings or business processes; or using faculty overloads, increases in FTE of temporary faculty, staff temporary overtime, staff working outside of class; any required specialized knowledge/skill; cyclical work patterns; etc.
3. When describing the critical rationale to hire, specifically identify the institutional safety or liability concerns attached to the position, and why this request is a last resort. Consider: financial liability, operational upheaval, contractual commitments, labor agreement requirements/limitations, etc.

Each item will be considered independently though the more reasons articulated in support of the request will assist in the decision.

Requestors (department chairs, directors, deans, etc.) should forward the completed form through the same channels used for the justification authorization process.

**REQUEST FOR EXCEPTION TO HIRE**

*To be completed by department chair, dean, or director, and submitted through channels to Vice President*

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| Department: | Division: |
| Classification of Position: | New Position or Replacement (include Position Number): |
| Permanent or Temporary Appointment: | Requested Dates of Appointment: |
| 1. **Describe in detail the increase in net revenue that will come to the university.**
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| 1. **Describe why this is the most cost-effective method of providing the service.**
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| 1. **Describe why making this exception is critical for the university’s commitments to safety, to legal or regulatory compliance, or other critical need.**
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| 1. **Detailed Funding Source:**
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| Approved – Vice President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Vice President submits completed form to Budget Office.* |
| **BUDGET IMPACT: (To be completed by the Budget Office before review by President’s Cabinet)****Salary:\_\_\_\_\_\_\_\_\_ Benefits:\_\_\_\_\_\_\_\_\_\_ Funds identified by the requestor:\_\_\_\_\_\_\_\_\_\_\_** **Total Budget Needed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Date discussed with all Vice Presidents \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Approved – President Date

cc: Budget Office

 Office of Human Resources