



Request for Exemption from Hiring Freeze

The following position is submitted for consideration of a hiring exemption.

New Replacement

1. Position Number	2. Department
3. Position Title	4. Salary Source(s): PTAEO: % FTE:

5. Brief Description of position's duties: (attach position description and organization chart)

6. Explain why filling this position is necessary. (For Faculty positions specify how funds to cover the salary, fringe benefits, and expenses are to be generated?)

7. What non-hiring alternatives have been examined?

8. How will the Unit's Mission be affected should this position remain vacant?

Requested By:

Signature of Department Head/Director Date

Recommended By:

Signature of Dean Date

Approved By:

Signature of Vice President Date