

## Hiring Freeze Exemption Request Form

**1. Request Type:**

*Check only one and provide all applicable information*

- Create New Position (*Attach New Position Request Form*)
- Fill Vacant Position
- Reclassification (*Attach Reclassification Request Form*)

Check one:  Internal Search  External Search

*For external searches, provide justification on the attached form.*

**2. Budget Information:**

Budgeted?  Yes  No

Position Number:

Position Type:  FT  PT  Temp

Current Budgeted Salary:

Anticipated Salary:

Org. Number:

Pay Schedule:  9 month  12 month

Campus:

**3. Position Information:**

Position Title:

Department/Unit:

Benefits:  KTRS  KERS  None

Incumbent:

How long has the position been vacant?

Position Description:

**4. Justification:** (*Check all that apply.*)

- Critical to public safety and/or delivery of essential University services.
- Critical to continuation of operations and/or University mission.
- Critical to academic excellence.

*Provide a detailed explanation of identified critical need(s) on the attached form.*

**5. Signatures:**

Position Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Department/Unit Head: \_\_\_\_\_

Date: \_\_\_\_\_

AVP/Dean: \_\_\_\_\_

Date: \_\_\_\_\_

VP/Provost: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty requests are submitted to the Senior Vice President for Academics & Provost, Coates CPO 30A.

Staff requests are submitted to Human Resources, Coates CPO 24A.

**6. Final Approval:**

HR Signature (*Staff Positions*): \_\_\_\_\_

Date: \_\_\_\_\_

Provost Signature (*Faculty Positions*): \_\_\_\_\_

Date: \_\_\_\_\_

**Section 1 (cont'd): Provide justification for external search.**

**Section 4 (cont'd): Explanation of Critical Need(s)**

*Fully complete each section.*

**1. How will the department/unit's mission be impacted if the position remains vacant?**

**2. What alternatives have been considered?**

**3. Identify/explain funding source(s) for anticipated increase in salary costs. (Attach additional page(s) as needed.)**