



OFFICE OF HUMAN RESOURCES
Hiring Freeze Exception Request

Department: _____

Position Title: PIN/Contingent: Estimated Salary:		Date Vacant: Category (Faculty/Staff):	
---	--	---	--

What job function will this position serve?	
---	--

How are the job responsibilities of this PIN currently being fulfilled?	
---	--

What are the consequences if the position is not filled?	
--	--

Why can't the job responsibilities be performed by other staff?	
---	--

From where will the funds for this position come?	
---	--

Department Head Signature: _____ Date: _____

Area Vice President's Signature: _____

Date: _____

Approve

Deny

Comments: _____

President's Signature: _____

Date: _____

Approve

Deny

Comments: _____