



OFFICE OF HUMAN RESOURCES
Hiring Freeze Exception Request

Department: _____

Position Title: PIN/Contingent: Estimated Salary:		Date Vacant: Category (Faculty/Staff):	
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What job function will this position serve?	
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How are the job responsibilities of this PIN currently being fulfilled?	
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What are the consequences if the position is not filled?	
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Why can't the job responsibilities be performed by other staff?	
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From where will the funds for this position come?	
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Department Head Signature: _____ Date: _____

Area Vice President's Signature: _____

Date: _____

☐ Approve

☐ Deny

Comments: _____

President's Signature: _____

Date: _____

☐ Approve

☐ Deny

Comments: _____