

**HUMAN RESOURCES**

**St. Cloud State University**

**Hiring Freeze Exception Request**

**INSTRUCTIONS**: This form is used by unit heads or directors at St. Cloud State University to request approval to post and/or hire positions during the flexible hiring freeze that was announced on August 28, 2014. The requesting unit will complete the form with justification and route through appropriate channels shown on the form.

* **For unclassified positions**, a**ttach the completed form to a NeoGov requisition, along with the position description (or Notice of Vacancy for faculty), and an organizational chart.**
* **For classified positions, attach the Request to Hire form, current position description, and organizational chart.**

**See** **Flexible Hiring Freeze FAQs** at www.stcloudstate.edu/humanresources for further details.

**I. POSTING STATUS AND POSITION INFORMATION**

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| Posting Status as of August 28, 2014:[ ]  On-Hold Interview Process Begun [ ]  Posted/Applicants Can Still Apply[ ]  Not Yet Posted | Department Name: Click here to enter text.Position Title: Click here to enter text.□ Classified □ UnclassifiedFunding Source: Click here to enter text. |
| Requesting Unit Head/Director/Dept. Chair (print name) Signature Date |

**II. ADDITIONAL INFORMATION**

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| Please indicate if the position is: [ ]  Probationary [ ]  Fixed Term [ ]  Adjunct / Temporary / EmergencyWhat is the expected start date for the position?  Click here to enter text.What is the expected salary for the requested position? Click here to enter text.Is this requested position replacing a currently-unfilled position/line? Click here to enter text.What is the expected demand/enrollment for the course(s) that the requested position will be teaching? Click here to enter text. |

**III. JUSTIFICATION FOR EXCEPTION**

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| How directly does the position impact our core mission?Click here to enter text. |
| How does the position contribute to:[ ]  Enrollment growth, student persistence and/or student success?[ ]  Strategic cultivation of new programs?[ ]  Fundraising and revenue generation?[ ]  Ensuring compliance with applicable laws, policies, accreditation standards, and bargaining agreements?[ ]  Ensuring the health and safety of faculty, staff, and students?Click here to enter text. |
| What is the potential for significant disruption of an essential administrative/support function if the position is not filled?Click here to enter text. |
| What alternative solutions have been considered?Click here to enter text. |
| Additional Information:Click here to enter text. |

**IV. SIGNATURE ROUTING and RECOMMENDATION**

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| [ ]  Recommended [ ]  Not Recommended \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_  Director/Dean Signature Date[ ]  Recommended [ ]  Not Recommended \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_  Vice President, CIO, Athletics Director or AVP Date  of Hiring Unit |

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Please indicate that the following are attached:

[ ]  **Current position description or Notice of Vacancy (for faculty)**

[ ]  **Organizational chart**

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|  **Submit this form, along with the above attachments, per instructions above.** |

**V. DECISION BY VICE PRESIDENTS**

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| [ ]  Approved [ ]  Denied [ ]  Approved with conditions: Click here to enter text. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_  Signature / Title Date |

**VI. DECISION BY PRESIDENT**

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| [ ]  Approved [ ]  Denied [ ]  Approved with conditions: Click here to enter text. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_  Signature / Title Date |

Revised 5/23/17