

HIRING FREEZE EXCEPTION FORM

DIVISION/COLLEGE/SCHOOL: _____

DEPARTMENT: _____

TITLE: _____

PROPOSED ANNUAL SALARY:

ANNUAL SALARY OF PREVIOUS INCUMBENT: _____

CANDIDATE NAME (if known): _____

BASIS FOR HIRING EXCEPTION:

- 1. The position is critical to health or safety.
- 2. The position is essential to maintain University operations.
- 3. The position is required to be filled by contractual or legal mandate.
- 4. The position is essential/required by SACSCOC.

Please provide written Justification {Please refer to September 10th Campus-wide Spending Freeze Memo for guidance}

Attach additional sheets, if necessary, organizational chart for unit and job description.

Submitted by:

Supervisor

Date

Division Vice President

Date

Approved:

President Date