**Hiring Freeze Exemption Request**

**Staff (Including non-teaching Faculty)**

*Please complete this petition and submit it, with a job description, to the* *Hiring Freeze Appeal Box folder**.*

**Position Title: Hiring Manager:**

**Division/Department: Preferred Start Date:**

**Requestor: VP Approval:**

**Will this position need University equipment (Y/N)?**

**If yes, what equipment?**

**Why is it necessary to fill the position during this very challenging economic climate?**

**How does this position fit within future work force planning for the department?**

**How/might a reorganization of duties within the department or across the School/Division enable the department to do without this position?**

**How/might a reorganization of duties within the department or across the School/Division enable the division to eliminate a different position when that other position becomes vacant, if this position is allowed to be filled?**

**If intended as a 12-month position, how might it perform its essential duties over eleven, ten, or nine months annually?**

**How will the department manage its work if this position is not authorized?**