



**HIRING EXCEPTION REQUEST FORM**

**Position Information**

Request for a **NEW** position

Request to fill a **VACATED** position: Incumbent \_\_\_\_\_ Date Vacated \_\_\_\_\_

Title \_\_\_\_\_ Department \_\_\_\_\_ Division \_\_\_\_\_ Annual Salary \_\_\_\_\_

Status \_\_\_\_\_ Type \_\_\_\_\_ Funding Source \_\_\_\_\_ Funding Account \_\_\_\_\_

**Justification:** (Please attach additional paper, if necessary)

<b>Reason(s) for Exception</b> <i>(check all that apply)</i>	Advancement of the academic mission	Delivery of essential University services
	Campus and personal health and safety	Position serves a critical leadership role
	Compliance with federal, state and local laws and regulations	Other

*Explain the specific reason for the exception, including the function of this position and the direct impact on core and essential business operations.*

*Explain the negative impact on essential or critical business operations of suspending, delaying or freezing the requested action.*

*Explain how the job responsibilities are currently being fulfilled.*

**Signatures**

Requestor \_\_\_\_\_ Title \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

Dean/Director \_\_\_\_\_ Date \_\_\_\_\_ Vice President \_\_\_\_\_ Date \_\_\_\_\_

Hiring Review Committee Recommendation: Approve Deny

Vice President for Administration & Finance Provost & Vice President for Academic Affairs President, Coppin State University

Comments: