

## Hiring Exception Request & Approval for Temporary Appointments

This completed document must be uploaded as an attachment to the job opening prior to submitting posting for approval.

**Instructions** - 1) Save and rename the document to include the posting title. 2) Send the completed document to the appropriate approver for signature. 3) Attach the signed document (and any email approval attachments) to the posting.

<b>Date of Request:</b>	
<b>Submitted By:</b>	
<b>Hiring Department:</b>	
<b>Posting Contact and Title:</b>	
<b>Vice Chancellor:</b>	

**Position Details:**

<b>Posting Title:</b>	
<b>Job Opening Number:</b>	
<b>Number of Intended Hires</b>	
<b>Supervisor's Name</b>	
<b>Anticipated Start Date</b>	
<b>Duration of Appointment</b>	
<b>Will this position be funded with External or Grant funds?</b>	<b>External:</b> <b>Grant Funded:      Name of Grant:</b>
<b>Work Location – Remote or on Campus?</b>	

**Business Reason:**

<b>Why is this position needed at this time?</b>
<b>What is the consequence if this position is not filled at this time?</b>
<b>Vice Chancellor/Provost Comments:</b>

Vice Chancellor/Provost Approval \* \_\_\_\_\_  
Signature
Date

*\*Please indicate "see email attached" if the approval will be through an email versus a signature on this form.*