



MEMORANDUM

Date:
To: President Richard Yao
From:
Subject: Request for Exemption to the Hiring Chill

Section One: Position Details

Type: Faculty Staff MPP Retired Annuitant
Status: Permanent Temporary Temporary Reassignment Stipend
Time Base: Full-time (1.0 FTE) Part-Time (include FTE): Intermittent (est. hours/week):

Position Number: **Working Title:**

Classification & Job Code:

Department Name & Number:

Effective Start Date: **End Date if Temporary:**

Anticipated or Current Annual Salary:
or Stipend Amount: **or Hourly Pay Rate (if applicable):**

Additional Required One-Time Funding:
(Exclude benefits. Include additional funding required for relocation, startup fees, etc.)

Fund Type: Single Source Split Funded (check all that apply)
General Fund Lottery Student Fees
Cost Recovery Auxiliary Self-Support Sponsored Research
Foundation Grant (grant end date): Other (please specify):

Funding String(s) and % Split:

Permanent Budgeted Amount: \$ If the anticipated annual salary is more than the budgeted amount, please identify how the difference will be funded in the box below.

Section Two: Strategic Hiring Rationale

Link to Priorities (Check all that apply)

Strengthens Academic Identity	Enrollment Growth	Other Considerations
Enhances Student Experience	Philanthropic Success	
Expands Regional Engagement	Regulatory Compliance	
Health/Safety/Risk	State Designated Appropriation (Basic Needs/Foster Youth)	

Identify major tasks that will not be completed if position is not filled. Include impact to campus operations, programs, and students.

Additional information for consideration (impact to campus health and safety, impact to compliance and critical campus operations, impact to future growth of the campus):

Check boxes to confirm:

Job description, stipend memo, or faculty recruitment posting is attached.

Organizational chart is attached. (Must highlight vacant position; recommend identifying position number, FTE and status (FT/PT) within each box/position). **NOTE:** Faculty and lecturer positions do not require an organizational chart.

Hiring Manager Signature:

AVP Signature:

Divisional Budget Administrator:

Approved Denied

Campus Budget Administrator:

Approved Denied

Vice President Signature:

Approved Denied

President Signature:

Approved Denied