

EXCEPTION REQUEST for Staff Hiring and Personnel Action – EVP for Academic Affairs

EXCEPTION REQUEST INFORMATION

Level 3 ORG:	ORG:	Department:	
Requested Action:		Position #:	Appt: %
Position Classification:		Anticipated Start/Effective Date:	

Budget Information

Budgeted Salary: Funding Source:
 If funding source is non-I&G, indicate specific funding source or revenue-generating activity:

Is this request fully funded currently by your department through FY21? Yes No

DESCRIBE WHY THIS REQUEST IS CRITICAL AND AN EXCEPTION SHOULD BE MADE FOR THE REQUESTED HIRING OR PERSONNEL ACTION:

FOR HIRING ACTIONS: COMPETE QUESTIONS 1 – 6 (NOT REQUIRED FOR PERSONNEL ACTIONS*)

1. Describe why filling this position is time-sensitive and critical during this period of limited operations:

* for Personnel Actions proceed to bottom of page 2

2. Describe your efforts for identifying existing Tier 3 employees, who may have capacity, to assist in fulfilling responsibilities intended for the now vacant position?

3. What operational tier will the selected candidate be placed into (Tier 1, 2, or 3)?

4. Can the new employee be onboarded successfully while the majority of staff are working remotely? (equipment, access, training needed to perform duties)	Yes No
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5. If this position was not filled immediately, could there be opportunity for a Tier III employee to gain new skill? If yes, describe the new skills. If no, describe why.	Yes No
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6. What would be the consequence of waiting to fill or post the position until the university returns to more normal operations?

FOR PERSONNEL ACTIONS: PLEASE ENTER THE EMPLOYEE INFORMATION (NOT REQUIRED FOR HIRING ACTIONS)

Employee Name:	UNM ID:
Is this employee in a term position? Yes No	Current Operational Tier:

APPROVALS

Requested by:

Date

Approved by VP/Dean/Director

Date

Approved or Disapproved by Provost and EVP for Academic Affairs

Date