

2023-2024 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: _____

What is the net impact this request will have on the department budget? Please provide a breakdown.

Is this request fully funded currently by your department through FY24? Yes No

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

(This area is intentionally left blank for the user to provide a detailed explanation of why the request is critical and why an exception should be made.)

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

1. Can this work be performed by an existing employee or student? Why not?

(This area is intentionally left blank for the user to provide answers to the competitive questions.)

* for Personnel Actions proceed to bottom of page 2

2. Have all opportunities for collaboration with other areas been explored? If so, in what ways?

3. Is the request for a new position or to fill a vacancy? What are the salary saving associated with this action?

4. Provide index(es) used to pay this salary?

5. If this position was not filled immediately, what would be the impact on the department

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

APPROVALS

Requested by:

Date

Approved by VP/Dean/Director

Date

Approved or Disapproved by Provost and EVP for Academic Affairs

Date