



REQUEST FORM FOR EXCEPTION TO HIRE

INSTRUCTIONS

1. Please complete Sections 1, 2 and 3 of this form.

Section 1: Request and Contact Information

- a. Request From:
- b. Date Submitted:
- c. Contact Information:

Name: Denise Boyd	Phone: 642-6468	E-mail: dboyd@haas.berkeley.edu
Fax: 642-8366	Department: Haas School of Business	

Section 2: Position

- a. Status (check all that apply):

- | | | |
|--|--|--|
| <input type="checkbox"/> New Position | <input type="checkbox"/> Replacing _____
Date Vacated _____ | <input type="checkbox"/> Posted prior to March 1, 2009 |
| <input type="checkbox"/> Career Position | <input type="checkbox"/> Contract Employee Position | <input type="checkbox"/> Limited Term Position |

Job Code:	Job Title:	
Grade:	Salary Range:	Appointment % of Time:
Funding Source(s) – Check all the apply: <input type="checkbox"/> Central (General Funds, Other State Appropriations, Student Fees, Indirect Cost Recovery Funds) <input type="checkbox"/> Gifts / Endowments <input type="checkbox"/> Auxillaries <input type="checkbox"/> Recharge <input type="checkbox"/> Other Sources (e.g., Sales & Services)		



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Section 3: Justification

(Complete Section A or B as appropriate; Section C is required for all forms)

a. Explain succinctly how eliminating the position or a delay in filing the position would jeopardize the teaching or research mission of the university.

b. Is this position critical to the functioning of the unit? If so, check the appropriate box(es) below:

There are no other options available through reassignment or reconfiguration.

The position is legally mandated and a decision not to fill the position would result in penalties to the campus.

Failure to fill the position would result in a loss of funding from sources other than contracts and grants.

There would be financial or reputational damage if the search were suspended.

Please provide a brief explanation of why you checked above:

c. Is the position critical to the restructure or cluster staffing, or change business processes to reduce the number of positions needed.

Section 4: Dean's Decision

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Delay Hiring Until:	Date of Decision:
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X

Rich Lyons
Dean, Haas School of Business

Date: _____