

Colorado State University

Approval Process for Requesting Exemptions from the Hiring Freeze

Revised June 15, 2009

1. Tenure-track faculty:

The approval process for a new or replacement position remains the same as under normal circumstances with submission of a Search Request form that requires approval of the Provost.

2. Special and temporary faculty:

These hires are to be approved by the Dean of the College with the current budget situation and availability of college funds in mind.

3. Administrative Professionals:

The approval process continues to involve requesting an exemption from the hiring freeze from the Provost. The following information is to be provided with the request:

- Name and Department of the person (if determined)
- Job title, employee group, and position number
- Funding source
- Replacement or new position
- Essential functions of the position
- How have you managed in terms of getting these functions done to date?
- What won't get done if this position is not filled?

4. State Classified staff and Non-student hourlies:

The approval process for State Classified staff continues to involve requesting an exemption from the hiring freeze from the Senior Vice President for Administrative Services. If funding for non-student hourly positions comes from 13 through 19 accounts and from 21 accounts, requests for an exemption are also sent to the Senior Vice President for Administrative Services.

The following information is to be provided with the request:

- Name and Department of the person
- Job title, employee group, and position number
- Funding source
- Replacement or new position
- Essential functions of the position
- How have you managed in terms of getting these functions done to date?
- What won't get done if this position is not filled?

Follow normal HR procedures for the hiring of non-student hourlies funded from sources other than those listed above. They are to be approved by the Dean of the College or Vice President

with the current budget situation and availability of funds in mind. These hiring requests do not have to be submitted to the Senior Vice President for Administrative Services.

5. Post-Doctoral fellows, Fellowship grant trainees, Veterinary Interns and Residents and Clinical Psychology interns:

Continue to be exempt from the hiring freeze.

6. Student hourlies and work-study students:

Continue to be exempt from the hiring freeze.