

SEARCH EXEMPTION REQUEST FORM

(For Teaching and A/P Faculty only)

DEPARTMENT:

DATE OF REQUEST:

NEW POSITION (Y/N)

IF EXISTING POSITION, PREVIOUS INCUMBENT:

POSITION/RANK:

TYPE (Administrative/Professional, Tenure Track, RTA, etc.):

LENGTH OF APPOINTMENT/CONTRACT:

SALARY:

START DATE:

REQUIRED TERMINAL DEGREE(S):

AREA(S) OF EXPERTISE:

COURSES TO BE TAUGHT (if applicable):

SOURCE(S) OF FUNDING FOR POSITION:

Please attach the following:

- CV OR RESUME OF PROPOSED CANDIDATE:
- JUSTIFICATION LETTER (fully describe why this unique opportunity for an exceptional hire)
- POSITION DESCRIPTION must be updated and approved in PageUp

Department Chair: _____ Date: _____

Cabinet Member: _____ Date: _____

Executive Director for HR: _____ Date: _____

President: _____ Date: _____