

UMBC Hiring Exception Form

Request Date:	College/Division:
Position Title:	Dept:
Date Vacant:	Contact name & phone:
Position PIN:	Type : <input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt Status : <input type="checkbox"/> Regular <input type="checkbox"/> Cont. II <input type="checkbox"/> Cont. I
Source of Funds:	Estimated Salary:

Brief Description of need for Position (statement should include what job function will this position serve, how are the job responsibilities currently being fulfilled, and consequences if the position is not filled):

Purpose of position:

Current status:

Consequences if the position is not filled:

Division VP Review _____

Hiring Exception Approved

(Provost, VPAF Signatures)

Hiring Exception Deferred

Hiring Exception Denied

Reason: _____