

## UMBC Hiring Exception Form

Request Date:	College/Division:
Position Title:	Department:
Date Vacant:	Contact Name & Phone:
Previous/Current Incumbent:	Type: <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt Status: <input type="checkbox"/> Regular <input type="checkbox"/> Cont. II <input type="checkbox"/> Cont. I
Position PIN:	Estimated Salary:
Source of Funds:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time

Brief description of need for position (statement should include what job functions this position will 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:** \_\_\_\_\_