

STAFF HIRING EXCEPTION FORM – FULL-TIME AND PART-TIME STAFF
(Excludes Student Workers and Grant-Funded Positions)

This form must be completed for all new/replacement positions that are being requested as exceptions during the staff hiring pause.
Click through the form, filling out each field.

Effective July 30, 2024, only positions that meet any of the criteria below, will be considered for posting. We strongly encourage all VP/Dean to determine the critical needs of the unit/division/school and alignment with the criteria below before approving it for posting.

Check the box that your requested role aligns with: (Check all that apply)

- ☐ Safety and security – directly related to safety of students, faculty, and staff
- ☐ Accreditation – directly in support of university and/or program accreditation
- ☐ Compliance – directly responsive to regulations, audits and risk-management
- ☐ Revenue generating

Please specify how this role aligns with the criteria you identified:

Date:

Department:

Division/School:

Position Title:

Position Number:

Position Index/Account:

Position Budget Amount:

Position Salary Range:

Name of person submitting form:

Approvals

Hiring Manager Signature:

Name and Title:

Date:

Academic Dean/Divisional VP Signature:

Name:

Date:

* (Provost approval needed for staff positions in Provost area or the schools)

Provost/Designee Signature:

Date:

All requests for exceptions to staff position pause must be reviewed and approved by Human Resources, with a final review and approval by the President or his designee.

Please email Susan Donahue, Associate VP, Talent Management & Organizational Effectiveness, sdonahue@pace.edu with subject line "Position Assessment – [Title of position, Department/Division/School and a list of your availability to schedule a conversation to review.

HR Representative Name:

Signature:

Date:

President/Designee Signature:

Date:

- ☐ Internal applicants only
- ☐ Internal and external applicants

Upon final approval, send to Talent Acquisition talentac@pace.edu