

**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