Urbana Campus Procedures
Exception Requests to the Hiring Freeze

Due to the hiring freeze, any exceptions to the freeze must have verification that funding is available and a strong justification for the exception must be provided. Units must secure approval for the exception prior to initiating the hiring activity. The campus will use the Hiring Request Form process to ensure search and hiring activity has been approved. The campus must be informed of all approvals granted related to academic search and civil service hiring activities. Units are strongly encouraged to make academic appointments in Visiting status.

The hiring request form approval for exceptions is in addition to any additional approvals that may be required and does not automatically represent an approval in the subsequent steps, which could include:

- Provost’s Communications approvals
- Office of Equal Opportunity and Access – Search form, appointment change and search waiver approvals
- Staff Human Resources – Employee Requisition (ER Form) approvals
- Academic Human Resources – PAPE approvals

If a unit needs to pursue changing an existing employee's current academic appointment, the Office of Equal Opportunity and Access must be contacted [333-0885]. OEOA will work with units to determine if a search or appointment change process is appropriate.

When creating a new position or refilling an existing position, please follow the guidelines below. Reappointments do not need a Hiring Request Form.

### Hiring request that must be approved by the Provost’s Office

<table>
<thead>
<tr>
<th>Appointment Type</th>
<th>Hiring Request Form Required</th>
<th>Required Approvals Final Approver = Provost</th>
</tr>
</thead>
</table>
| Positions funded from institutional (state, tuition, ICR) funds.  
- Tenure/Tenure track faculty positions  
- Clinical, Research faculty ranks  
- External searches for Department Head/Chair  
- Newly created position for Associate/Assistant Dean, Associate/Assistant Head  
- Academic Professional positions, including Visiting (including Rehired Retirees*)  
- Permanent civil service appointments (including Rehired Retirees*) | Yes |  
- Department  
- School (if applicable)  
- Dean/MAU Executive Officer  
- Chancellor (if applicable)  
- AHR/SHR  
- Provost’s Office |

### Hiring request that must be approved by the Dean/MAU Executive Officer (Provost approval not required.)

<table>
<thead>
<tr>
<th>Appointment Type</th>
<th>Hiring Request Form Required</th>
<th>Required Approvals Final Approver = Dean/MAU EO</th>
</tr>
</thead>
</table>
| Positions funded completely from non-institutional funds, including auxiliary and self-generating funds. Source of funds must be designated.  
- Permanent Civil Service appointments  
- Clinical, Research faculty ranks  
- Academic Professional positions, including Visiting | Yes |  
- Department  
- School (if applicable)  
- Dean/MAU Executive Officer  
- AHR/SHR (approval within HireTouch for reporting purposes, but activity can proceed with Dean/MAU approval) |

Continued on next page
### Hiring request that must be approved by the Dean/MAU Executive Officer (Provost approval not required) Continued

<table>
<thead>
<tr>
<th>Appointment Type</th>
<th>Hiring Request Form Required</th>
<th>Required Approvals</th>
</tr>
</thead>
</table>
| Instructional appointments (regardless of funding source or title modifier):  
  - Instructors  
  - Lecturers  
  - Adjuncts  
  - Emeritus/Emerita  
  - Teaching Associates  
| Yes |  
  - Department  
  - School (if applicable)  
  - Dean/MAU Executive Officer  
  - AHR/SHR (approval within HireTouch for reporting purposes, but activity can proceed with Dean/MAU approval) |
| Instructional appointments (regardless of funding source):  
  - Visiting Professorial ranks including Clinical and Research Associates (regardless of funding source or title modifier)  
  - 0% jobs with stipends without a modifier (Acting, Interim)  
  - Post-doctoral research associates paid from state funds |

#### Hiring requests that are NOT required by the campus

<table>
<thead>
<tr>
<th>Appointment Type</th>
<th>Hiring Request Form Required</th>
<th>Required Approvals</th>
</tr>
</thead>
</table>
| Medical and Veterinary Medicine Residents and Interns  
  Post-doctoral research associates paid from soft funds  
  Academic hourly (including Rehired Retirees*)  
  Extra-help (clerical and non-clerical) (including Rehired Retirees*)  
| Not required by campus | Use of the Hiring Request Form for these appointment types is at the discretion of the Dean/MAU Executive Officer. |
| Graduate hourly  
  Undergraduate hourly  
  Graduate Assistantships  
  Visiting Scholars  
  Reappointments (same person, job and title)  
  Lump Sum Payments |

### Consideration for Administrative Appointments and Special Recruitment -  
Campus approval of hiring request form not required, but approvals outlined in Provost’s Communications still apply.

<table>
<thead>
<tr>
<th>Appointment Type</th>
<th>Provost’s Communication No.</th>
<th>Required Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean</td>
<td>3</td>
<td>As noted in Provost’s Communication</td>
</tr>
<tr>
<td>Internal Department Head/Chair</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Refilling existing position for Associate/Assistant Dean, Associate/Assistant Head</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Vacated Administrative Appointments (Acting/Interim)</td>
<td>3(I.I.B)</td>
<td></td>
</tr>
<tr>
<td>Faculty Excellence, TOP, Dual Career</td>
<td>5, 7, 8</td>
<td></td>
</tr>
</tbody>
</table>

*The existing Retiree Rehire process and Board of Trustee guidelines must be followed.* 6/21/10 version