

WAYNE STATE
UNIVERSITY

Exception to Hire Request Form

All Requests Must Have Vice President Approval Prior to Submission

Date of Request:

Position(s) Logistics:

Position(s) Title (Indicate if the position is new or existing. If it is an existing position, indicate how long the position has been vacant):

Salary Range, Funding Source, & Current Budgeted Amount for Position(s):

Where does the position(s) report:

Location (Office) of position(s)

Strategic Importance of Job Position *(If more room is needed, please attach an additional sheet.):*

How is the position(s) "business critical" to the mission of the University?

How does the position(s) relate to the Strategic priorities of the Campus?

What are the essential job duties of the position(s)?

While the position(s) has not been filled, how have the duties been performed?

How will the performance of these duties be improved by filling the position(s)?

Can these job duties be accomplished by a re-organization of any existing offices?

Vice President Signature _____

President Signature _____