



THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

FY2018 and FY2019 Staff Hiring Freeze

Request for Institutional Exemption

1. The dean/supervisor must forward the form to careers@utrgv.edu.
2. HR will contact the VP for further processing
3. Vice President scans form and submits to maria.conde@utrgv.edu for final approval by the President
4. The requestor will be notified by email of the decision to approve or deny the request
5. If approved, the form must accompany the *Staff Position Posting Request Form* sent to positioncontrol@utrgv.edu

Requestor: _____

Department: _____ Division: _____

Approval Type: ☐ New Position (Not in FY18 Budget) ☐ Vacant Position (In FY18 Budget) Salary: _____

Position Number and Title: _____

Project No(s):	Project Name(s):	Percentage:

JUSTIFICATION:

Explain how this position will contribute to increase student enrollment and retention.

APPROVALS:

Department Head (*Print Name*): _____ Signature _____ Date _____

Dean/Supervisor (*Print Name*): _____ Signature _____ Date _____

Human Resources (*Print Name*): _____ Signature _____ Date _____

Vice President (*Print Name*): _____ Signature _____ Date _____

Dr. Guy Bailey
President _____ Signature _____ Date _____



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INSTRUCTIONS:

Use this form to request that a vacant or new faculty or staff position be exempted from the hiring freeze.

The hiring freeze applies to all faculty and staff vacancies and new positions funded from general funds (E&G, designated tuition, designated investment income, service funds, and university services fee). Exceptions to this freeze are the School of Medicine and positions 100% paid from grant, restricted, auxiliary, and plant funds.

Requestor: Name of the person making the request, usually the department head

Department: Official name of the department

Division: The requestor's division name

Approval Type: Check "new position" if the position has never been budgeted but a JDQ has been approved by HR [note that approval of a JDQ is not final approval to create the position]. Check "vacant position" if the request is for a position that was in the FY18 budget.

Salary: Indicate the annualized salary amount of the position

Position number and title: Please enter the position number and position title. If the request is associated with a new position which is pending a number, just indicate the title.

Project No(s), Project name(s), and Percentage(s): Indicate the project (aka "account") number and project (account) name and percentage proposed to fund the position. Indicate multiple projects when applicable.

Percentage: Percentage of salary to be covered by project should be 100%. If funding is from multiple sources, percentages should add up to 100%.