



California State University, Long Beach

Request for Exception to 2009 - 2010 Hiring Freeze

This form is required to request an exception to the hiring freeze. Once completed by the college/area, the exception is to be submitted to the appropriate Vice President and the President for approval.

This form can be obtained at <http://daf.csulb.edu/forms/bhr/staffpersonnel/index.html>

Nature of the Request _____

Department/College/Division _____

Position Classification _____

Working Title _____

PeopleSoft Position Number _____ Time Base _____

Type of Appointment

Recruiting/Hiring for New Position Existing Position Reappoint Temp

Estimated Annual Salary _____ Duration of Appointment _____

Justification for Exception (attach additional sheet if necessary):

Name: _____

Signature: _____ Date: _____

Request by the Vice President The position is essential to the university's educational mission, or it is an operational necessity, i.e. critical to instruction, basic services, or significant campus priorities. This exception will not prevent the Division from participating in its current year or future year reductions.

Vice President: _____ Date: _____

President: _____ Date: _____

Exception Log # _____