Missouri S&T Hiring & Other Personnel Exceptions Request Form

All requests to start a recruitment effort or complete a hire for vacancies already in the recruitment process must be approved in advance by Vice Chancellor Plain and Chancellor Dehghani. Recruitment should focus on the following priorities: ensuring our students receive a high-quality education; continuing research, especially related to the public health crisis, and supporting the University’s response to the public health crisis. While completing the form for each position you want considered, please let us know if you have any questions.

Instructions:

1) Hiring manager or initiator: Enter the position information. Answer questions 1-8 including an explanation for those questions which apply to the recruitment request, keeping in mind the priorities listed above. Email the form to the next level in the approval chain. Required approval follows departmental lines of authority (see below). Copy hrs@mst.edu and ashley.berry@mst.edu on all requests.
   
   Academic Departments: Hiring Manager>Department Chair> Dean> Provost
   Non-Academic Departments: Hiring Manager>Department Manager or Director> Head of the Division
   
   Final Approval: All requests must be approved by the Vice Chancellor of Finance & Operations and the Chancellor

2) Approvers: Indicate your approval by entering “approved” in the body of the email and forward to the next recipient on the approval chain. At each step of the approval process, approvers may return the justification to the previous requestor for revision or comments, or denial.

3) Human Resources will not proceed with any recruitment without the Vice Chancellor of Finance & Operations and the Chancellor’s approval.

Position Information

Request Date:____________________
Position Title: __________________________
Pay Rate: __________________________ Benefits: __________________________ FTE: __________
Department: ______________________________
Reports To (Name): __________________________ Earning Code: __________________________
Person submitting request: __________________________
Phone Number: __________________________ Email: __________________________

Justification

1. Does the failure to fill the position create an immediate public safety or compliance issue? If yes, explain:
   ____________________________________________________________

2. Is the position essential to keeping the core functions of the campus running? If yes, explain:
   ____________________________________________________________
3. Is the position clearly required to recruit, admit or retain graduate or undergraduate students? If yes, explain:
________________________________________________________________________________
________________________________________________________________________________

4. Does the position involve or support part-time, temporary or student employment? If yes, explain:
________________________________________________________________________________
________________________________________________________________________________

5. Provide information about the funding source or revenue stream for this position.
________________________________________________________________________________
________________________________________________________________________________

6. What harm would come to the University if this position is not filled at this time?
________________________________________________________________________________
________________________________________________________________________________

7. If you knew your department would be laying off people in the next 6 months, would you still consider this position critical to fill? If yes, explain:
________________________________________________________________________________
________________________________________________________________________________

8. Does filling the position result in cost savings or not increase headcount? If yes, explain:
________________________________________________________________________________
________________________________________________________________________________

9. Additional comments:
________________________________________________________________________________
________________________________________________________________________________

☐ Not Approved  ☐ Approved  ☐ Not Approved  ☐ Approved

______________________________________________________________
Department Head  Head of College or Division

☐ Not Approved  ☐ Approved

______________________________________________________________
Provost, Vice Chancellor or Equivalent  Cuba Plain  Interim CFO and VC Finance & Operations

☐ Not Approved  ☐ Approved

______________________________________________________________
Mohammad Dehghani, Ph.D.  Chancellor  Human Resources