

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 Deghani. 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 follow departmental lines of authority (see below). Copy hrs@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: _____

	Salary	Benefits	Benefits Calculation
FTE:			Benefits = (\$10,500)+(Salary*.15)+(salary*.0765)
Part time:			Benefits = salary*.0765
Grant Funded:			Benefits = (salary*.282)+(salary*.0765)

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:
10. Reviewer comments:

Not Approved Approved

Department Head

Not Approved Approved

Provost, Vice Chancellor or Equivalent

Not Approved Approved

Mohammad Dehghani, Ph.D.
Chancellor

Not Approved Approved

Head of College or Division

Not Approved Approved

Cuba Plain
Interim CFO and VC Finance & Operations

Not Approved Approved

Human Resources