**COVID-19 Hiring Freeze: Exception Request & Approval Form**

**Ann Arbor Campus - Academic and Research Appointments**

**\*\* *All job posting and hiring, with the exception of completing faculty searches well underway, should be extremely rare, and should include only those in critical roles and those needed to deliver instruction.\*\****

***Units must complete form and attach to all job openings in eRecruit or include with all new hire paperwork***

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| Date of Request: | Submitted by: |
| School / Unit: | Dept. Name: |
| Job Title of requested position: | |
| Request Type:  Posting Offer    Job Opening #: | Position:  New Replacement\*  \*Name of person leaving and end date: |
| No exception is required if any of the following criteria exist:  Check here if the position is: 1) for an offer that was extended prior to the 4/20/2020 hiring freeze; 2) for a reappointment of a term-appointed instructional faculty, research faculty or post-doctoral research fellow; 3) for a dry appointment.  And proceed to HR Approval below. | |
| Check here if the Dean has authorized categorical exception to the hiring freeze for this position, and proceed to HR Approval below to certify that the Dean has authorized the categorical exception. | |
| **Position Details** | |
| Position Start Date: | Approximate Salary: |
| Appointing Dept. ID: | Funding Dept ID: |
| 1. Describe the role/function of the position. | |
| 1. Describe criticality of role and/or necessity for delivering instruction. | |
| Note:  “Academic Appointments” are: all tenure-track faculty, all clinical track faculty (including adjunct clinical), LEO Lecturers, GSIs, GSSAs, Librarians, Curators and Archivists.  “Research Appointments” are: all research track faculty (including adjunct research), Graduate Student Research Assistants, and Postdoctoral Research Fellows.  1.) Deans must authorize hiring freeze exceptions for **all new hires**. **New hire (meaning, not reappointments or returning GSIs/GSSAs/GSRAs)**.  2.) Deans may authorize categorical hiring freeze exceptions for positions, in accord with the unit’s critical needs. (Units must attach Dean’s directive, if applicable.)  3.) Tenure-track faculty faculty searches well underway, may continue pursuant to Dean’s delegated authority, if the hiring process will be completed by end of business June 30, 2020.  4.) Effective April 20, 2020, all new tenure-track faculty postings and hirings must follow this exception process and require completion of this form. Please attach the Provost’s approval for these hires. | |
| Dean Approval:  Signature:  Print Name: | Date: |
| HR Approval:  Signature:  Print Name:   Attestation of Dean’s categorical approval of this position. | Date: |
| For Audit Purposes Only: EPC or Data Management comments only | |
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***AHR guidance on the impacts of the hiring freeze on academic appointments can be found here.***

[***Furlough, hiring and salary freeze and academic appointments***](https://umich.app.box.com/folder/84471577200?sortColumn=name&sortDirection=ASC)

**INSTRUCTIONS FOR SUBMITTING:**

This form or equivalent approval documentation must be completed once and attached to

* the job opening in eRecruit for new and existing jobs/offers
* to any academic or faculty appointment new hire paperwork for jobs not processed through eRecruit.
* any PAR transaction for reappointment or additional appointments

To attach to the job opening, navigate to the Job Opening page in eRecruit, click on the Activity & Attachments tab, then click on ADD ATTACHMENT and follow instructions to upload the document. For newly created job openings, you must save and submit the job opening first, then go back and add the attachment.

To include with hiring paperwork, please submit this form or equivalent approval documentation as an additional attachment along with the other hiring forms and follow the Academic/Faculty Appointments - New Hire Paperwork process:

* Complete the following forms ([HR36400, HR36510 and HR30002](https://umich.us14.list-manage.com/track/click?u=45712c6414bd7a6adf204344c&id=3017959257&e=5e87b8f6c2)) & the COVID-19 Hiring Exception Approval Form, minus Social Security Number, and email to SSC HR: ssc.hr.transaction.support@umich.edu.
* Once Data Management receives the case, further instructions will be provided on how to submit, using M-Box, the HR36100 form which contains sensitive data.

For assistance, please contact the Shared Services Center.

* For eRecruit questions, contact the Employment Processing team at 734-615-2000, select Option 1, Option 5.
* For hiring paperwork not processed through eRecruit, contact the SSC Data Management team at 734-615-2000, Option 1, Option 3.