

## Hiring Waiver Exception Guidelines to Unit Heads

This guidance is intended to aid you in making a compelling waiver request to the Provost and/or Senior Vice President for Research. Effective [March 30<sup>th</sup>](#), the Division of Human Resources instituted a hiring pause for all types of employees (student employees to faculty). A waiver must be submitted to: advertise a new position, offer positions to potential employees, all compensation changes and promotions, and more. A complete set of [FAQs](#) are available at [this link](#).

Once complete, upload to the Cooperative Extension or CALS [Box folder](#), or provide to KC Armenta.

Section 1 of the [Hiring Waiver Request form](#):

### ***For Extension Requests:***

- How critical is this hire and how will this investment provide improved capacity to deliver on the Extension mission?
- If it is essential to our Extension mission, specify what role they will directly contribute to.
- As a part of the justification, please describe how this position will be paid.
- Demonstrate the fact that this position is not a duplication of the existing capacity in the unit.
- How will this hire expand critical relationships with stakeholders?

### ***For CALS Requests***

- How critical is this hire and how will this position immediately grow RCM and non-RCM revenue? This is revenue well over and above the total cost of the hire, and that the Provost says that all courses should generate more revenue than they cost to deliver.
- Is the position essential for program accreditation? Is the position essential to donor or stakeholder commitments?
- Clearly demonstrate how this hire is essential to our mission areas, specify what role they will directly contribute to.
  - For research intensive hires, it will be important to demonstrate that the hire will fill a critical need that is aligned with the University strategic plan and will lead directly to increased research activity including increased grant funding. It's preferable to link the hire directly to large grant opportunities, \$5M or more.
- Your request is stronger if you can *show* ([with data](#)) that your unit has no slack teaching FTE capacity without this hire. We have the [tool](#) to do this and the data—if that tool shows your unit has teaching FTE capacity then you should make FTE reassignments to fix the situation before submission.