UNT Dallas
UNIVERSITY OF NORTH TEXAS AT DALLAS

Vacancy Exception Request Instructions

The University has implemented a strategic step in filling vacancies and new positions. Fully externally funded positions (sponsored projects) will move forward as automatic exceptions, and do not require additional approval.

Requests to fill all other vacancies, including management-level vacancies in the aforementioned areas, are considered exceptions and require a formal request to fill a vacant position (or create a new position) utilizing this form. Thoughtful, careful consideration should be given to the role's mission-critical nature and its direct support to student success before requesting an exception. Requests will be considered on a case-by-case basis according to the following process:

1) Hiring manager completes form and obtains required Budget, Dean/Department Head, and Vice President acknowledgment signatures
2) Hiring manager submits completed form to president@untdallas.edu
3) Review by executive committee comprised of the President, Provost, Vice President of Enrollment Management and Student Affairs, Chief Financial Officer, Chief Operating Officer, and Chief of Executive Affairs
4) Chief of Executive Affairs and/or Executive Assistant to the President will communicate committee's decision via email to the hiring manager and Human Resources within 48 hours of the decision
5) If approved, the hiring manager will work with the Central Business Office to complete the designated forms to initiate the process for filling the vacancy

Please note, this form must be completed in its entirety for each position an exception is sought. Incomplete forms will be returned and not considered.

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Vacancy Exception Request Form

Position Details

☐ New
☐ Existing - Name of prior incumbent _____

Date position became vacant: _____ Position Number: _____ Job Code: _____

Job Title: _____ Number of direct reports: _____

Department: _____ Supervisor: _____

Division: _____

Budgeted Salary: _____ Pay Grade: _____

Funding Source (and distribution if split funded): _____

Form Submitted By: _____ Date: _____

Exception Criteria

Reason for exception request:

☐ Mission-critical, direct student support role
☐ Campus public health and safety role
☐ Compliance with federal or state laws/regulations
☐ Delivery of essential university services

Explain the specific reason for the exception request, including the function of the position and the direct impact on core and essential operations.

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Explain the risk(s) or negative impact on essential or critical operations of suspending or delaying the requested action.

Explain the other options that have been explored and exhausted to avoid the exception request.

Explain how the job responsibilities of the position are currently being filled in the interim.

Explain the responsibilities of the position that can be performed by other staff.

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Describe what cost savings is to be achieved, or cost increases to be avoided, by filling the position.

Describe the fallback strategy if an exception is not approved for this position. List other positions that are vacant in the department.

Acknowledgment Signatures

Budget Office	Date
Dean or Department Head	Date
Division Vice President	Date

Decision ☐ Approved ☐ Denied

President	Date