UNT Dallas
UNIVERSITY OF NORTH TEXAS AT DALLAS

# Vacancy Exception Request Form

## 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 Vacancy Exception Request (VER) 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 and Division Vice President approval
2) Hiring manager submits completed form to president@untdallas.edu
3) Review by the Executive Committee
4) The Executive Committee's decision will be communicated to the Hiring Manager by the Office of the President within three (3) business days
5) If approved, the hiring manager is responsible for coordinating with HR and the Central Business Office to move forward with filling the vacancy. The approved VER form should be attached to the corresponding ePar

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

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## Position Details

☐ New* ☐ Existing – Name of prior incumbent _____

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

Job Title: _____ Number of direct reports: _____

Department: _____ Supervisor: _____

Budgeted Salary: _____ Pay Grade: _____ Funding Source: _____

Office Location: _____

**All new positions MUST have an office assignment before submitting this form.*

Describe the specific reason for the exception request, including the position's primary function and its direct impact on core and essential operations.

## Acknowledgement Signatures

_____ _____

Division Vice President Budget Office

## Decision

☐ Approved ☐ Denied Additional Comments, if applicable:

_____

President