UTA
Office of Talent,
Culture, and Engagement

Hiring Exception Process

PURPOSE

To establish a standardized process for requesting and approving exceptions for *staff* positions during a hiring freeze. This ensures **critical staffing needs** are addressed while maintaining oversight and alignment with UTA's strategic and budgetary goals.

SCOPE

The process applies to all *staff* positions across UTA when requesting to fill a new or vacant role during a hiring freeze. Positions **excluded** from the hiring freeze (and which do **not** require a hiring exception) include:

- **Faculty**
  Employees whose primary responsibilities are teaching, research, and/or service within academic departments. Typically, governed by academic policies and may include tenure-track, non-tenure-track, and adjunct roles. Often funded through state appropriations, tuition revenue, or externally sponsored research.
- **Auxiliary Funding**
  Funds generated through self-supporting university services or operations such as housing, dining, bookstores, or athletics. Typically, not sourced from state appropriations or tuition.
- **Student Funding**
  Funding derived from student-related sources such as student employment programs, federal or state work-study, or department funds allocated specifically for student worker positions.
- **Grant Funding**
  External funding awarded by federal, state, or private agencies for specific projects or research. Positions supported by grand funding are typically limited by terms and duration of the grant.

STEP 1: Identify the Need

Working with department leadership, hiring manager identifies a critical operational or strategic need that justifies filling the position. Before proceeding, departments should explore alternative solutions, such as:

- Redistribution of duties
- Temporary assignments
- Use of MavTemp for staffing support

STEP 2: Complete a Hiring Exception Request Form

Department leadership and/or hiring manager completes the **Hiring Exception Request Form** providing:

- A clear and compelling justification for the exception.
- Explanation of the impact on operations if the position remains unfilled.
- Description of alternative options considered and why they are insufficient.

STEP 3: Department Leadership (Vice President/Dean) Review

Department leadership reviews the completed request form to ensure:

- The need aligns with departmental goals.
- Budget and staffing considerations have been taken into account.

Department leadership must approve the request before the form is submitted for committee review.

STEP 4: Executive/Leadership Approval

The Hiring Exception Committee (or designated executive leadership) review the request.

Factors considered may include:

- Alignment with university priorities.
- Budget availability and funding source.
- Operational risk if the position remains vacant.

Additional documentation may be requested before a final decision is made.

STEP 5: Notification of Decision

The Hiring Exception Committee notifies the hiring manager and department leadership of the decision.

- If **approved**, standard recruitment and hiring processed may resume.
- If **denied**, the department may explore alternative staffing strategies.

QUESTIONS OR SUPPORT

For questions or assistance, please contact:

Askhr@uta.edu