



6. What is the origin of this request? For instance, is this action a result of not directly refilling an open recruitment? Or the result of an organizational change in your unit? Please explain.

7. If the position is grant or gift funded, are the funding sources clear, secure, and identified? Sufficient funds must be identified and available to support the position for the duration of the appointment.

8. Please verify the following items have been attached to this exception request:

Data Change Request Form

Updated Position Description (if reclass) or Documented temporary new duties (if stipend)

Organizational Chart – before and after

<b>EXCEPTIONAL APPROVALS</b>			
<b>Unit Review and Approval</b>			
<b>Supervisor</b>		<b>Business Officer/ Financial Control</b>	
<b>Director</b>		<b>Statewide Program Director/Vice Provost</b>	
<b>Central Review</b>			
<b>RPM Director</b>		<b>HR Director</b>	
<b>Associate Vice President</b>		<b>Vice President (as needed)</b>	