Request for Exception to Search Suspension

<u>Instructions</u>: As of March 20, 2020, all searches are suspended. Use this form to request an exception. Exceptions must demonstrate a rare, emergent, mission-critical or strategically vital reason that warrants overriding the uncertain financial impact of the COVID-19 health emergency on the university. Most requests are likely to be denied until we know more about the budgetary impacts. Vice Presidents, Deans and Vice Provosts must complete and send this form to:

Tracy Eells at tdeell01@louisville.edu (on behalf of Provost Boehm), **For All Academic Unit Positions (Including Faculty, Staff and Administrator Positions)**

Shelley Thompson michellelee.thompson@louisville.edu (on behalf of Dan Durbin, President's Designee), **All Other Positions**

For consideration, all completed forms must be submitted by the Vice president, Dean, or Vice Provost. Please do not contact the President, Provost or CFO directly. If prior authorization to hire has been received, attach it to this form.

1. Date of Request

2. Department Name

3. Position Control Number

4. Full-Time Equivalent (FTE)

5. Position Title for Search (For faculty searches, indicate if tenure-track, term, part-time lecturer, etc.)

6. Name and Title of Requestor

7. Projected Salary and Funding Source

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8. Current status of search (choose best option and provide additional explanation if needed)
    1. Position has not been approved for recruitment.
    2. Position is approved for recruitment but it has not been posted.
    3. Position is approved and posted, but interviews have not begun.
    4. Position is approved and posted and interviews are underway but are not completed.
    5. Position is approved, interviews are completed, and no offer has been made or accepted.

(Note: If preferred candidate has signed an offer letter prior to March 21, the hire may proceed.)

9. What is the rare, emergent, mission-critical or strategically critical circumstance that justifies continuing the search?

[ ]

10. If request is denied how will unit meet stated need? (e.g., Can current employees cover the load?)

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11. What would the work assignment be for the person hired? (<u>Faculty positions only</u>: Will proficiency in online course delivery be required? How will the current ramp down of research affect candidate's ability to perform? Can the person perform research remotely?)

[ ]

To be completed by Provost or CFO: Approved / Not Approved:

[ ]