

**University of Texas at Austin  
Hiring Freeze Exception Waiver Application  
for Positions Historically funded by a 14- or 20- Account**

*The following form is an application to request an exception waiver for positions critical to be filled before the hiring freeze expires on 9/1/2017. This application must be approved by your dean/VP before being submitted to the either the CFO for vice presidential portfolios or the provost for colleges/schools/units reporting to the provost. Once the waiver application has been vetted and approved, a waiver letter will be submitted by the president to the governor's office for consideration. Note: Even if a waiver is approved, state appropriated funds (14/20 accounts) may not be used to fund the position. Alternative funding sources are required.*

*Applications for waivers from colleges, schools, and units reporting to the Provost's Office should be submitted to Kathy Foster ([k.foster@austin.utexas.edu](mailto:k.foster@austin.utexas.edu)). All other applications should be submitted to Elizabeth Palazzolo ([beth.palazzolo@austin.utexas.edu](mailto:beth.palazzolo@austin.utexas.edu)) in the CFO Office.*

**Name of Submitter:**

**Title of Submitter:**

**Phone number and email of Submitter:**

**Hiring Department:**

**Proposed Job Code and Position Title if New:**

**Position ID if Existing:**

**Funding Account Number:**

**Anticipated Salary:**

**Describe the alternative funding source to be used to fund the position if a waiver is approved:**

**Describe why it is critical to fill this position prior to 9/1/2017:**

**Describe why responsibilities cannot be delegated elsewhere and why the position cannot be restructured so the work can be accomplished by existing staff:**

**Describe why the absence of this position will adversely impact the University's ability to perform critical business operations before 9/1/2017:**

**If this position is required by federal or state law, provide the statutes that the University would be in violation of if the position is not filled:**

**Describe strategies to be used to minimize the financial impact of filling the position. Indicate, for example, if the position is covered by reimbursable funding:**

**Routing/Approval Signatures:**

**Department Head/ Director/ Department Chair:**

**Dean/VP:**

**Provost/CFO:**