

SVCOHS Faculty / Post Docs - Exception to Hire Form

Justification is required and establishes how the position is either essential or operationally critical: **Essential Personnel:** Roles requiring physical presence to ensure campus safety, address personal health, maintain critical infrastructure, and provide operational support.

Operationally Critical: Roles with an immediate business need essential for maintaining University operations; delivering University services; or complying with federal, state, or local laws and regulations. These positions may be remote or in-person, depending on the nature of the work.

Please thoroughly complete the following fields.

Contact Details

RC:

Department:

Requestor Name:

Requestor Email:

Position Information

Faculty Rank/Range:

-

Tenure Status/Range:

-

TEFR: Name of TEFR Faculty:

Pitt Only / UPP Category:

Requisition Type New: Replacement (Name):

Requisition Number:

Position Number

Expected Hiring Salary:
(range)

-

Have the Child Protection Clearances (CPC) Requirement's been updated in Talent Center ? Yes No

Estimated Start Date

Is this an existing faculty being placed into the Tenure Stream (name):

Account Number(s)

Account Number(s) and % for the Position

Account Number(s)	%	Grant End Date (if applicable)	Account Number(s)	%	Grant End Date (if applicable)
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Request Information

1. The specific reason for the request, including the position's function and its direct impact on business.
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Request Information Contd.

2. The negative impact if this position were not to be filled.

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Request Information Contd.

3. Is this position in the budget (line item and budgeted salary) and if not, what is the plan for funding? Provide detail for the 2 year sustainability plan. If tenure stream, provide a 5 year sustainability plan. Salary coverage of at least 80% on funded/non hard money accounts is expected.

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Request Information Contd.

4. Provide details on additional commitments and/or start-up funds. Include funding details for term of commitment.
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Request Information Contd.

5. Are there any additional Collective Bargaining Agreement (CBA)considerations? For example, does the role carry presumptive renewability?

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Request Information Contd.

6. Please share any other relevant information to help the approval process.

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Request Information Contd.

7. Provide details on if this position request would result in any type of cost savings or position reduction.
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Required Signatures

Signature of Department/ Executive Administrator

Date

Signature of RC Head

For SOM, Please assign to Ryan Schroth

Date

Signature of SO/SVCOHS

Date

Signature of Executive

Date