

2023 Summer Expense Optimization Exception Request

Under the Summer 2023 Expense Optimization Measures, new staff hires should not have a start date prior to August 1, 2023. Exceptions may be made for extraordinary circumstances and shall be approved by the President, Provost, Executive Vice President, or Chief Financial Officer.

This form must receive approval prior to any offers of employment with start dates before August 1, 2023.

Position Details

Major Area/Department:

Job Title:

Requested Start Date:

Hiring Manager:

Justification

Approval

☐ President

☐ Provost

☐ Executive Vice President

☐ Chief Financial Officer

I approve of this exception for a new staff hire to begin before August 1, 2023, with reference to the 2023 Summer Expense Optimization Measures.

Signature

Date