Hiring Freeze Exemption Request
Effective 11/20/2008

This questionnaire is to be used by all departments at LSUHSC-Shreveport and affiliated sites that are requesting an exemption to fill a position not exempted by the hiring freeze. It is imperative that questions #1and #2 are answered in narrative format with as much detailed description as possible to support your request. This document will serve as the justification that will be submitted to the LSU Systems Office for approval consideration of the position.

Campus:	
Department:	
Position Title:	
Salary Range Midpoint:	**$**

1. Describe the essential duties/functions of the position and the impact the position has on the department.

2. What would the impact be if the position is not filled (i.e. describe impact on patient care if applicable and institutional impact)?

3. What is the source of funding for the position (list old LSU account number) and funding source description (i.e. state, departmental improvement funds, grants, etc.)?

4. Are there any restrictions on the funding sources (grants, etc.)?

5. How long has the position been vacant?

6. What date do you anticipate filling the position?