



Hiring Pause Exception Request Form

Essential positions are those whose absence would significantly hinder RISD's ability to fulfill its mission as a place-based art and design institution, directly impact the health and safety of our campus community; undermine institutional strategic initiatives or long-term revenue, or result in regulatory or contractual noncompliance.

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|------------------------|--|
| Position Title: | |
| Department: | |
| Division: | |

Position Change Request Information

| | | |
|--|--|---|
| Type of position change being requested: | | New Position |
| | | Increase in FTE/Hours |
| | | Reclassification/Promotion or Equity/Market Adjustment |
| | | Replacement |
| | | Extension of Term Appointment / Temporary Worker / On Call Worker |
| | | Stipend |
| Funding Source: | | |
| Proposed start date: | | |

Reason for Exception (Select any that apply)

| | | |
|--------------------------|--|---|
| Position is critical to: | | Campus and personal health and safety |
| | | Compliance with federal, state and local laws and regulations |
| | | Delivery of essential institutional services |
| | | Advancement of the academic or institution strategic mission |
| | | Grant Funded (Fully Funded and Dispersed) |
| | | Significant impact to revenue generation |

Criteria: (Please use attachments if necessary)

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| Explain the specific reason for the exception, including the function of this position and the direct impact on core and essential business operations of the institution. | |
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| Explain the short-term and long-term impact on essential or critical business operations of suspending, delaying, or freezing the requested action. | |
| | |



Explain the other methodologies and/or options that have been explored and exhausted to avoid the exception request.

Explain how the job responsibilities of the position are currently being fulfilled.

Explain the responsibilities that can be performed by other staff.

Explain the stage of the hiring process for the position requested (if applicable).

What other positions are being held vacant in the department?

For temporary or on call worker requests please complete the questions below.

Type of position request:

Temporary Worker

Agency Temp Y/N

On-call Worker

Functional Title: example (Administrative Assistant):

Expected duration of assignment:

Expected hours per week (if applicable):

Estimated hiring rate:

(Note: Final rate to be confirmed by the HR Compensation team)

Hourly rate

Salary/month



Approval Signatures

Submitted by

Date

Cabinet approver

Date

Position Review Committee Approval

| | |
|----------|--|
| Date | |
| Approved | |
| Denied | |