

Request for Exemption From Staff Search Procedures

Please check one box from either category:

Promotion in Place/Reclassification

LDA
NON-EXEMPT
GRANT FUNDED

OR

Search Exemption

LDA
NON-EXEMPT
GRANT FUNDED

Department/Unit: _____ Date: _____

Exemption For (Name): _____ Personnel # _____
(if applicable)

Race/Ethnicity: _____ Male: _____ Female: _____ Current Position # _____
(if applicable)

Working Title: _____ New Position # _____

Submitted By: _____ Phone # _____ E-mail: _____

An exemption from the staff hiring procedures is requested for the above individual for the following reason(s):
(Please indicate all that apply and attach CV/Resume & Justification Statement.)

Unique qualifications and/or situations that make a search counterproductive. Documentation of the qualifications must be attached.

Dual Career Program participant

Other:

Signature of Requestor: _____ Date: _____

UTK HR Use Only

HR Signature: _____ Date: _____

Approved

Denied

Human Resources

105 Student Services Building
Knoxville, TN 37996
865-974-6642

BIG ORANGE. BIG IDEAS.

Flagship Campus of the University of Tennessee System 