

Question Tour Block 1

On March 19, 2025, President Drake [announced a hiring freeze](#) across the University of California system. UC Santa Barbara has created a streamlined approach to implement President Drake's announcement. For all hiring related to career, contract, limited, per-diem, partial year career and rehired retiree recruitments, please fully complete this form to request an exception.

Block 2

Initiator (if different from Hiring Manager)

Name	<input type="text"/>
Email	<input type="text"/>

Hiring Manager

Name*	<input type="text"/>
Working Title*	<input type="text"/>
Email*	<input type="text"/>

Block 3

Division*

Department Code - Name*

Type of Request (select all that apply)*

Request a New Position

Replace Existing Position
Vacancy

Extend Existing Position End
Date, as permitted by
contract and policy.

Job Code - Job (Payroll) Title*

Position Information (Note: If position has a current number assigned please enter it. If this is a new position request, please skip this question.)

Position Number(s)

Working Title

Number of Direct Reports (if applicable)

Name of Former Incumbent

Union (if applicable)

Appointment / Position Type*

Career

Short

Term/Limited

Retiree

Per
Diem

Contract

Contractor/Consultant
(Professional Svs,
Consulting Svs)

External
Contractor
(Temporary
Staffing/Locum
SHS)

Funding Type (select all that apply)*

- Permanent Core
- Permanent Non-Core
- Operating Budget
- General Funds & Tuition
- Student Fees
- Auxiliary or Self Supporting Revenue
- Internal Revenue
- Fed/State/Local/Private Source



Fund Account(s) and Budget*

Fund Account 1

Fund Account 2

Budgeted Range Min-Max

Grade

Midpoint of the Range

Block 4

Job Opening Information (if applicable)

Job Opening ID

Job Opening Status (pending/open/offer)

No. of Vacant Positions Recruiting for

Recruitment Request Type (if applicable)

- External Recruitment
- Internal Recruitment
- Exemption to Recruitment (see PPSM 20.III.E-J. or collective bargaining agreement as applicable)
- Waiver of Recruitment / Direct Hire (see PPSM 20.III.K.)

For more information on recruitment request type, see PPSM 20 or applicable collective bargaining agreement:

<https://policy.ucop.edu/doc/4010393/PPSM-20>

<https://ucnet.universityofcalifornia.edu/resources/employment-policies-contracts/bargaining-units/>

Block 5

Reason for Recruitment (select all that apply)*

Mission Critical

Essential Services

Health and Safety

Compliance with Federal, State, Local Laws/Regulations

Process Improvement/Efficiencies

If this position performs work that is mandated by Federal/State laws, UCOP, and/or campus policies, please explain briefly.*

What are the risks or consequences of not filling the position? If filling this position is deferred, will it result in significant operational disruption or place compliance at risk?*

Can the work be reallocated through reorganization or sharing with another department?*

- Yes
 No

Have you explored and discussed sharing this resource with another department? Please provide summary response.*

Are there any qualified existing staff who could take on the additional duties on an interim basis? Please provide summary response*

Can work be shifted or redistributed so that essential tasks are being done and non-essential tasks are not being done? Please provide summary response.*

Could temporary agency staffing (or, if approved, limited appointments or contract employees) address this need?*

- Yes
 No

State additional justification details for the exception, clearly outlining how the position meets the criteria (optional).

Department Chair/Department Head*

Name

Does the Staff Recruitment Exception Request Form have Department Chair/Department Head approval? (Please note that academic departments must have Department Chair approval for a request to move forward for review by the Dean.)*

Yes

No

Dean/Designee, Associate Vice Chancellor/Designee or Department Head*

Name

Email

Important Notes: If your department reports to a Dean or Associate Vice Chancellor, you must list the highest level above. Next, click on the forward arrow twice to skip the approvals section and go directly to the end of the survey as HR will circulate the completed form for the required approval signatures via DocuSign. Thank you.

Block 6

Dean/Designee, Associate Vice Chancellor/Designee or Department Head: If this request has your approval, please sign and date below.

Signature

Date

Divisional Vice Chancellor or Designee Signature Approval: If this request has your approval, please sign and date below.

Signature

Date

Associate Vice Chancellor for Human Resources/CHRO Signature Approval: If this request has your approval, please sign and date below.

Signature

Date

Vice Chancellor - Chief Financial Officer Signature Approval: If this request has your approval, please sign and date below.

Signature

Date

Important Note: HR will circulate the completed form for the required approval signatures via DocuSign. Please click on the forward arrow to skip to the end of the survey. Thank you.

