**HIRING FREEZE EXEMPTION REQUEST**

All CSU hires occurring after September 29, 2008 must have hiring freeze exemption approval from the Office of the Dean, College of Natural Sciences. Please complete the information below and send to [Georgeann.Venis@colostate.edu](mailto:Georgeann.Venis@colostate.edu) for authorization. In the case of postdoctoral fellow appointments, only the funding source (C) is required.

A. Name & Department of the person to be hired

B. Job title, employee group, and position number

C. Funding Source (account number)

D. Replacement or New position

E. Essential functions of the position

F. How have you managed in terms of getting these functions done to date?

G. What won't get done if the position isn't filled?