



## Exception Guidelines and FAQs

As a result of the financial challenges the school is facing, a committee has been created to review all non-sponsored hiring and extension exception requests. Exception requests should be reserved for those positions that are deemed critical to operations.

Committee members:

1. Jane Kim, Dean for Academic Affairs
2. Katherine Hope, Executive Dean for Administration
3. David Waxman, Chief Financial Officer
4. Jennifer Ivers, Associate Dean for Faculty Affairs
5. Linda Picard, Senior Director of Human Resources

Process for staff and student hiring and extensions:

1. The Hiring Manager and Department Administrator will discuss an exception request with their HR Partner.
2. The Hiring Manager and Department Administrator will complete and submit to the HR Partner, the Position Posting Form (for staff), SPH Position (& Position Change) Justification Form, and Department Org. Chart.
3. The HR Partner will review, work with the recruitment team to assign a grade and salary range if applicable, and submit the information to Linda Picard who will review the documentation and submit all paperwork to members of the committee 24 hours in advance of the meeting for review.
4. The committee meets to review documentation and will deliberate and make a decision.

Process for Academic Appointments (faculty, both ladder and non-ladder, all research scientist ranks, all fellows and research associates, instructors, visiting professors, visiting scientists, and temporary academics):

1. The PI and Department Administrator will complete and submit to OFA the SPH Position (& Position Change) Justification Form, along with the new or most recent appointment packet for the appointee.
2. OFA will review the documentation and submit all paperwork to members of the committee at least 24 hours in advance of the meeting for review.
3. The committee meets to review documentation and will deliberate and make a decision.



## FAQs

1. How often will the group meet?

The group will meet weekly for one hour.

2. What criteria will the committee use to make decisions?

The committee will review each request being mindful of the following criteria when making a decision:

- The justification of need
- The cost to fill the position
- Implications of not filling the position
- Impact on the school and department
- Is it mission critical
- Workload data
- Department budget
- Type of funds

3. What documentation will need to be provided?

Departments must submit the Position Posting Form (for staff), SPH Position (& Position Change) Justification Form, and Department Org. Chart for staff and student positions. For academic appointments, departments must submit the SPH Position Justification Form and new or most recent appointment packet.

4. Where can I access the SPH Position (& Position Change) Justification Form?

The SPH Position (& Position Change) Justification Form and related documents can be found on the Human Resources and Faculty Affairs websites:

<https://www.hsph.harvard.edu/human-resources/forms-resources/> or

<https://www.hsph.harvard.edu/faculty-affairs/forms/>