

## Las Cruces Campus FY2015 & FY2016 Moratorium Review/Approval Process

### I. Posting Faculty & Staff Position

#### A. Unrestricted Funds

1. Prior to initiating posting complete FY15 & FY16 Hiring Moratorium Waiver Request
2. Attach proper backup information and route signed form (signed by Dean/VP) to Budget Office
  - a) *Budget Office will follow steps provided in the Review/Approval Process*

#### B. Restricted Funds

1. Initiate Posting through proper HR process (no waiver required)

#### C. Term, Temporary and Student

1. Initiate Posting through proper HR process (no waiver required)

### II. Review/Approval Process

#### A. Budget Office assigns tracking number and enters into tracking log

1. Budget Office performs preliminary review, scans copy of full waiver packet (for Budget Office and EVPP files)
  - a) ***Departments reporting to Provost***
    - (1) Route to the EVPP for initial review
      - a) *If Approved*
        - (i) *EVPP will take waiver request to Waiver Review Committee*
        - (ii) *If Approved by Committee*
          - (a) SVPAF will route approved form to Budget Office
          - (b) Budget Office will notify department of approval and provide copy of approved waiver request
          - (c) Department to attach copy of approved waiver request to People Admin action

- (iii) *If Disapproved by Committee*
  - (a) SVPAF will route disapproved form to Budget Office
  - (b) Budget Office will notify department of disapproval

(b) *If Disapproved*

- (i) *EVPP will sign form as disapproved and route to Budget Office*
- (ii) *Budget Office will notify department of disapproval*

**b) *Departments reporting to President/SVPAF***

(1) Route to the President/SVPAF for initial review

(a) *If Approved*

- (i) *President/SVPAF will take waiver request to Waiver Review Committee*

(ii) *If approved by committee*

- (a) SVPAF will route form to Budget Office
- (b) Budget office will notify department of approval and provide copy of approved waiver
- (c) Department to attach copy of approved waiver request to People Admin Action

(iii) *If Disapproved by Committee*

- (a) SVPAF will route disapproved form to Budget Office
- (b) Budget Office will notify department of disapproval

(b) *If Disapproved*

- (i) *SVPAF will sign form as disapproved and route to Budget Office*
- (ii) *Budget Office will notify department of disapproval*

- Waiver Review Committee consists of the President, EVPP, and SVPAF
- EVPP: Executive Vice President and Provost, Dan Howard
- SVPAF: Senior Vice President for Administration and Finance, Angela Throneberry