

Texas Woman's University
COMPENSATION HIRING EXCEPTION FORM (CHEF)

Hiring Department:

Position Title:

Candidate's Name (if applicable):

Prior to a job offer being extended, approval from your Divisional Vice President/Provost, Vice President for Finance & Administration, and the Sr. AVP for Human Resources & CHRO is required to hire above the minimum salary market up to the maximum 100% market figure. Please answer the following questions and obtain the divisional Vice President's signature before forwarding the document to the Office of Human Resources.

1. Proposed salary:

2. Please explain the justification for hiring above the minimum salary market.

3. Do you have the funding available for this request? If yes, please provide the budget source (account number).

Department Head & Date

Dean (if applicable) & Date

Divisional VP/Provost & Date

Approved

Not Approved

VP for Finance & Administration & Date

Approved

Not Approved

Sr AVP Human Resources & CHRO & Date

Approved

Not Approved