



**Senior Vice President for  
Administration and Finance**

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**Administration and Finance  
Exceptions to Standard Hiring and Promotion Processes  
Memorandum 100**

During the initial stages of the reorganization, exceptions to the standard hiring and promotion processes were made in order to expedite appointments and assignments as the new Administration and Finance Division was created. These exceptions, approved by the President and the Senior Vice President, do not constitute a change in our standard business practices and policies. Offices and departments in Administration and Finance must follow the university's standard practices and policies for hiring and promotions.

Exceptions to the standard processes for hiring or promoting individuals in Administration and Finance will be considered only under the following criteria: 1.) the individual considered for hiring or promotion holds a position in the former Administrative and Business Services or Finance and Operations areas; 2.) the promotion or assignment is related to the reorganization or has been impacted by other divisional appointments; or 3.) the new hire/position addresses an urgent business necessity; and 4.) the exception request meets criteria 1 and 2 or 3 and is made before June 30, 2007.

Request for an exception must be made in writing to the Senior Vice President for Administration and Finance who, in consultation with the Senior Associate Vice President and Chief Human Resource Officer, will make the final determination.

A handwritten signature in black ink, appearing to read 'Monica Rimai', written over a horizontal line.

**Monica Rimai  
Senior Vice President for Administration and Finance**