

**PAPER**

**Form**

(Principal Administrative Position Exemption Request Form)

**To create NEW**

**SPS**

**Title/Position**

NORTHERN ILLINOIS UNIVERSITY  
PRINCIPAL ADMINISTRATIVE POSITION EXEMPTION  
REQUEST FORM

**Comment:** IF THERE ARE ANY CHANGES TO THIS, GIVE THEM TO ROSE

Sec 36e(3) of the Statue provides for exemption from civil service coverage for certain principal administrative employees of each institution and agency as determined by the Merit Board. Only positions whose duties and responsibilities meet one or more of the following Criteria will be approved for exemption.

**Criterion A:**

- (1) Whose primary duty is administrative management of a Campus or Agency division or like unit, and who reports to the Chief Executive Office of the Campus or Agency; or
  - (2) Who performs an independent administrative function and reports to the Chief Executive Officer, President, Vice President, Chancellor, Vice Chancellor or Provost of the Campus or Agency
- OR

**Criterion B:**

- (1) Whose primary responsibility is the administration of an academic unit engaged in academic instruction or research (e.g., Dean, Associate and Assistant Dean, Department Head, Associate and Assistant Department Head).
- OR

**Criterion C:**

- (1) Who is charged with high level administrative responsibilities and whose decisions are based on administrative policies; *and*
  - (2) Who performs these duties with only general administrative supervision or direction and who exercises discretion and independent judgement (e.g., Director, Associate or Assistant Director).
- OR

**Criterion D:**

- (1) Who is in a position requiring a knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study (as distinguished from a general academic education) and which requires the consistent exercise of discretion and judgement (e.g., physician, attorney, engineer, architect, archaeologist, physicist, biochemist).

---

Proposed Title of Position:

Primary Function of Position:

Using space below, draw a simple organizational chart illustrating the chain of command from vice-presidential level down to all those reporting directly to position in question:

(over)

Request for Exemption under Criterion:  A  B  C  D (Check one or more)

In the space below, provide a description of the position which fully illustrates and describes how the duties and responsibilities assigned meet the exemption criterion checked above (use attachments/enclosures if necessary):

Proposed salary or salary range for the position: \_\_\_\_\_

Minimum education and work experience (including years) to qualify for position (include information relative to required specialized intellectual study if required) (use attachments/enclosures if necessary):



**I For the Department Head/Director**

\_\_\_ Recommend approval

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For the Dean (if applicable)

\_\_\_ Recommend approval

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**II For the Vice President**

\_\_\_ Recommend approval

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*  
\*\*\*\*

**III Associate Vice President for Administration and Human Resources (Designated Employer Representative)**

\_\_\_ Recommend approval

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**IV For the President**

\_\_\_ Recommend approval

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*  
\*\*\*

MERIT BOARD ACTION:  Approved  Returned (See Attached)

Date: \_\_\_\_\_

\_\_\_\_\_  
Director