In order to protect our current workforce, we are enacting a hiring freeze on all current and future searches, academic and non-academic, effective immediately and until further notice. Exceptions may be appropriate in limited strategic areas, with endorsement of Provost and EVP as appropriate, and approval of the President.

In addition, due to the transition to remote work at least through May 15, efforts should be made to delay start dates until work resumes on campus to allow more traditional onboarding of staff, and for faculty, to align with research lab reactivation schedules and fall enrollment demands.

In all cases, our priority is to safeguard existing staff and optimize staffing across units. We will look to:

1. Repurpose staff or job share across the campus;
2. Use existing staff that are underutilized or in areas that have decreased revenue across campus to fill critical positions where possible; and
3. Realign organization, streamline processes to optimize current staff.

**FACULTY SEARCHES**

1. Effective immediately and until further notice, the University is suspending all faculty searches for the current year and for the fiscal year starting on July 1, 2020.
2. Offers of employment that have already been extended and accepted in writing will be honored. However, the start date should be reviewed, and every effort should be made to delay it to January 1, 2021 or August 16, 2021.
3. Searches that have completed interviews and identified the top candidate in the pool, must seek approval by the Provost and President before extending an offer. The start date should be effective January 1, 2021 or August 16, 2021. In case the offer to the top candidate is not accepted, the search is considered closed.
4. Exceptions can be made based on compelling strategic/academic needs, but these must be endorsed by the Provost and approved by the President, based on:
   a. Supporting enrollments in high demand majors;
   b. Key strategic areas;
   c. Supporting departments with significant retirements; and
   d. An approved strategic plan.

**FULL-TIME STAFF SEARCHES**

1. Effective immediately and until further notice, the University is suspending all staff searches for the current year and for the fiscal year starting on July 1, 2020.
2. Offers of employment that already have been extended and accepted in writing should be honored. However, the start date should be reviewed and every effort should be made to delay it until July 1st or later, to coincide when campus opens and onboarding can be conducted.
b. Start dates prior to July will be highly scrutinized, must have an urgent operational need OR be soft-funded research that can meet program objectives effectively in a remote environment.

3. Offers of employment that already have been extended, but not accepted should be rescinded.

4. Exceptions can be made based on compelling needs, but these must be endorsed by the appropriate vice president and approved by the President. Examples of areas of exception include:
   a. Critical compliance needs;
   b. Enabling conversion to online curriculum – technical and academic support staff;
   c. Specialized staff to support core facilities; and
   d. Soft-funded positions, where full funding derives from external sources and the positions continuity are contingent upon availability of external funds.

TEMPORARY OR PART-TIME STAFF

1. All other employee types (miscellaneous wage, adjunct, etc.) are frozen until further notice; this includes hiring through temp agencies.
   a. Exceptions will be made for hiring on research grants and contracts, or other non-basic budget funding, but ensuring only temporary commitments are made on soft funding where required funding is available.

STUDENT EMPLOYEES (UNDERGRADUATE AND GRADUATE)

1. Work Study student employment will be allowed to continue within the units existing budget.

2. Graduate Student employment funded as part of their education may continue. Current contracts and internal funding commitments will continue. New contracts can be written for teaching assistants, research assistants, and graduate assistants, if funding is available from internal or external sources.

3. General student employment (graduate and undergraduate) is frozen. Exceptions may be considered based on compelling needs, must be within budget, and must be endorsed by the appropriate vice president or dean.

CONTRACTED CONSULTANTS

1. Every effort should be made to reduce or eliminate use of external consultants.
   a. Exceptions will be granted if the work is deemed critical, non-deferrable and we do not have other staff that can be redeployed to support this function.

2. Requests to engage new consultants or independent contractors will be carefully reviewed to ensure we are not using external consultants where hiring has been frozen.

STAFF RECLASSIFICATION

1. All staff reclassifications are on hold until further notice.

2. Exceptions will be made to support reorganizations that increase efficiency, or produce budget savings as part of an overall plan.