Hiring Freeze Guidelines

The following guidelines are provided in response to Chancellor Sharp’s implementation of a hiring freeze effective March 25, 2020.

Positions Impacted

**College of Agriculture and Life Sciences (02)**


**AgriLife Research (06) & Extension (07)**

❖ Budgeted, temp/casual, and student worker positions paid all or in part from appropriated funds are subject to this hiring freeze.
❖ Positions paid entirely from non-appropriated funds (account number does not begin with “1”) are not subject to this hiring freeze.

Approval Required to Post Requisition or Fill Vacant Position

**College of Agriculture and Life Sciences (02)**


**AgriLife Research (06) & Extension (07):**

Requests for approval to fill positions that are essential to the organization and its mission will be submitted centrally. Requests should be submitted by the unit head through AgriLife HR (AgriLifeHR@ag.tamu.edu) with the following information:

- Position ID number – new
- Job Profile (Title)
- Anticipated salary or salary range
- Source of funds – Account number
- An explanation of why hiring for the position at this time is essential to the organization and its mission.
- For new requisitions: Proposed timeline for the search
- For requisitions currently posted: Information on the progress of the search, i.e. finished interviews, negotiating with finalist.

**AgriLife Research:** AgriLife HR will forward requests to the Associate Directors of AgriLife Research (Drs. Ragsdale and Parker) after confirming the source of the funding. The Director’s office will review the requests and ask any clarifying questions as it relates to the position and its importance. Drs. Stover or Ballabina will provide a final decision and AgriLife HR inform the unit.

**AgriLife Extension:** AgriLife HR will forward requests to the Executive Associate Director of AgriLife Extension (Dr. Burkham) after confirming the source of the funding. Drs. Burkham and Hyde will review the requests and ask any clarifying questions as it relates to the position and its importance. Drs. Stover or Ballabina will provide a final decision and AgriLife HR inform the unit.

**AgriLife Research/Extension Professional Services Units:**

AgriLife HR will forward requests to the Deputy Vice Chancellor (Dr. Ballabina) after confirming the source of the funding. Dr. Ballabina will provide a final decision and AgriLife HR inform the unit.

Creating or Filling Requisitions or Positions

- Positions NOT subject to the hiring freeze: In the “Comments” section of the position (if newly created) or requisition, add statement indicating source of funds/reason for exemption from hiring freeze.
- Positions subject to the hiring freeze: In the “Comments” section of the position (if newly created) or requisition, add text indicating when and by whom the approval was received or copy text from the approval email.