

# Hiring Freeze Guidelines

The following guidelines are provided in response to Chancellor Sharp's implementation of a hiring freeze effective March 25, 2020. As confirmed in January 2022, the flexible hiring freeze remains in effect. CEOs may delegate the hire approval process to direct reports, provided the CEO is updated routinely on the processing.

## Positions Impacted

### **AgriLife Research (06), Extension (07), College of Agriculture and Life Sciences (02)**

- ❖ All 06 or 07 positions paid all or in part from appropriated funds are subject to this hiring freeze ***except*** for the following exemptions: Graduate Assistants, temporary-casual and student workers.
- ❖ All 02 College positions paid all or in part from appropriated funds are subject to this hiring freeze ***except*** for the following exemptions: Graduate Assistants, temporary-casual, and student workers.
- ❖ 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

### **AgriLife Research (06), Extension (07), College of Agriculture and Life Sciences (02)**

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](mailto: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.

*College of Agriculture & Life Sciences (02):* AgriLife HR will forward requests to Executive Associate Dean (Dr. Patricia Klein) after confirming the source of the funding. The Dean's office will review the requests and ask any clarifying questions as it relates to the position and its importance. The Dean's office will provide a final decision and AgriLife HR will inform the unit.

*AgriLife Research (06):* AgriLife HR will forward requests to the Director of AgriLife Research (Dr. Cliff Lamb) 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. The Director's office will provide a final decision and AgriLife HR will inform the unit.

*AgriLife Extension (07):* AgriLife HR will forward requests to the Executive Associate Director of AgriLife Extension (Dr. Angela Burkham) after confirming the source of the funding. Dr. Burkham and Agency Director Dr. Rick Avery will review the requests and ask any clarifying questions as it relates to the position and its importance. The Director's office will provide a final decision and AgriLife HR will inform the unit.

### *AgriLife Professional Services Units and Institutes (02,06,07):*

AgriLife HR will forward requests to the Executive Associate Vice Chancellor (Vic Seidel) after confirming the source of the funding. The Executive Associate Vice Chancellor will provide a final decision and AgriLife HR will 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.