

**Hiring Freeze Protocol for Faculty and Staff Positions**  
**Steps for Approval to Post, Reclassify, Hire, and Take Personnel Actions**  
**Division of Academic Affairs (2021)**

The extraordinary challenges created by COVID-19 demand unprecedented fiscal discipline. To that end, the university implemented financial constraints in March 2020, including required presidential approval on many personnel actions. Account managers and supervisors are responsible for assessing the budgetary and operational impact of all personnel requests made using the following process. This assessment includes both short-term and long-term effects on essential operations and budget commitments. All requests are vetted by deans/AVPs and budget specialists before submission.

Hiring freeze procedures below apply to these personnel actions:

- Hiring/replacement of tenure-line faculty
- Hiring/replacement of non-tenure line faculty in promotion-eligible titles (clinical, practice, and research) and senior lecturers
- Hiring/replacement of staff
- Reclassifications
- Salary adjustments (temporary and permanent)
- New positions
- Staff promotions
- Exceptions to hiring freeze procedures:
  - Hiring/replacement of lecturers for which there are permanent funds available in the department does not need to be approved.
  - Hiring/replacement of postdoctoral scholars does not need to be approved, if the position has been approved in startup or is grant funded.
  - Student hiring is exempt from the approval process.
  - Temporary/NSNR hiring is exempt from the approval process.
  - Hiring/replacement of any personnel using temporary funds is managed through a separate process via the Office of the Provost.

**Step 1.** Request approval to post position or take other personnel action via email to Dr. Thorne ([dm29@txstate.edu](mailto:dm29@txstate.edu)) and copy Cindy Waggoner ([cw12@txstate.edu](mailto:cw12@txstate.edu)), Tammy Sharp ([tas245@txstate.edu](mailto:tas245@txstate.edu)), and Nick Schellman ([nms86@txstate.edu](mailto:nms86@txstate.edu)). Position request should include short rationale, position title, position number, funding source and available budget, and proposed posting salary range. Reclassifications should include current and proposed position title as well as proposed salary/pay increase amount and funding source, if salary adjustment requested. For other personnel actions, please contact Cindy Waggoner or Tammy Sharp for guidance.

**Step 2.** After approval by Dr. Thorne, Nick Schellman creates and completes the Position/Personnel Funding Approval form and emails the form to the department for any additional information and signature(s).

**Step 3.** Dean/Director/AVP signs Position/Personnel Funding Approval form and returns to Nick Schellman via email.

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**Step 4.** Nick Schellman provides the Position/Personnel Funding Approval form to Tammy Sharp to prepare a memo for the provost's approval of faculty and staff positions due to the hiring freeze. *Effective November 17, 2020 presidential approval will no longer be required for personnel actions.*

**Step 5.** After approved by the provost, Nick Schellman uploads the executed Position/Personnel Funding Approval form in SharePoint and notifies the department via email.

**Step 6.** For actions taken in PeopleAdmin, the department may finalize and submit the position request. A copy of Dr. Thorne's approval email and the executed Position/Personnel Funding Approval form are uploaded by the department in PeopleAdmin as attachments to the requisition.

**Step 7.** For actions taken via PCR, a copy of the executed Position/Personnel Funding Approval form is attached to the PCR by the department.

**Contacts:**

For questions about budget: Cindy Waggoner/[cw12@txstate.edu](mailto:cw12@txstate.edu)/512-245-8378

For questions about Position/Personnel Funding Approval form: Nick Schellman/[nms86@txstate.edu](mailto:nms86@txstate.edu)/512-245-6208

For questions about memo to provost: Tammy Sharp/[tas245@txstate.edu](mailto:tas245@txstate.edu)/512-245-2475

**Guidance on Hiring Freeze:**

March 26, 2020 email: [New Financial Constraints Implemented](#)

March 27, 2020 email: [Recently Enacted Financial Measures](#)  
[Frequently Asked Questions](#) (scroll down to Hiring Freeze section)