

**Hiring Freeze Protocol and General 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.

Effective Monday, June 28, 2021, all position/personnel requests to the Office of the Provost will be managed by short Zoom appointments. This includes those listed above as exceptions to the hiring freeze procedures. To improve workflow and response time, email requests will no longer be accepted. If a requestor has multiple requests or unusual circumstances, it is fine to select two appointment times. As confirmation of the appointment, a Zoom session link will be sent to the person who completed the Doodle appointment poll. As possible, budget personnel are encouraged to attend the appointments.

Initial Zoom Appointment Dates:

- Wednesday, June 30 – between 1:00 p.m. and 3:00 p.m.
Sign up here: https://doodle.com/poll/tb7ca3x5gg8kstf3?utm_source=poll&utm_medium=link
- Friday, July 2 – between 10:00 a.m. and 11:30 a.m.
Sign up here: https://doodle.com/poll/5hrbw7gsupn63u4b?utm_source=poll&utm_medium=link
- Monday, July 19 – between 12:30 p.m. and 2:00 p.m.
Sign up here: https://doodle.com/poll/4qziwczb5isk6uy8?utm_source=poll&utm_medium=link

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Step 1. Request 15-minute appointments via the Doodle appointment poll link. During each appointment, we will work in real time to process requests, answer questions, and/or input data into personnel/position forms. For each request, attendees must be prepared with:

1. Type of personnel request (replacement hire, reclassification, promotion, new position, etc...)
2. Short rationale for request
3. Position title
4. Position number
5. Funding source (fund and cost center of requesting unit)
6. Available salary budget
7. Proposed salary or salary range
8. Other information pertinent to the request

Step 2. At the conclusion of the meeting, if the position/personnel request is approved by Dr. Thorne, Nick Schellman will prepare the Position/Personnel Funding Approval form and email to the department for signature. If the action is not subject to the hiring freeze protocol, another form of approval will be issued.

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

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, unless the action results in a salary increase of 10% or higher.*

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 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/512-245-8378

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

For questions about memo to provost: Tammy Sharp/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)