

MEMORANDUM

DATE: May 12, 2017

TO: Academic Officers, Associate Deans, Department Chairs, Program Directors, and Hiring Managers

FROM: Beverly Edmond, Interim Provost and Vice President for Academic Affairs *B. E.*

RE: Immediate hiring and recruitment freeze

Please be advised that I am instituting a hiring and recruitment freeze effective immediately. This freeze applies to all faculty and non-faculty positions within Academic Affairs. Requests to fill any vacancies, including those for which recruitment was previously authorized, will be reviewed and approved on a case by case basis. Consideration for exceptions will be made based on the following:

- Accreditation requirements
- Positions funded by grants, other external (non-general fund) or contractual obligations
- Instructional or administrative demands requiring special expertise not currently available within the university
- Instructional demands that current tenure/tenure track faculty cannot support

Requests for approval to fill a position or to extend an offer of employment must be accompanied by a written justification addressing the above rationale. All such requests must be submitted by the responsible Academic Officer to the Office of the Provost for review. Please also allow sufficient time for the Office of the Provost to process such requests. We are working with HRS to assess actions currently in progress. We will advise those responsible for recruitments currently in progress of how this freeze will affect them. Please feel free to direct any questions about this to Claudine Cellier, Director of Personnel and Communications.

Cc: Sheila Stearns, Interim President
Mike Reid, Vice President for Administration & Finance
Terri Phillips, Associate Vice President for Human Resource Services

BE:cc