Hiring Freeze Exception Policy Change/Workflow Form Comment Requirement

As the university’s hiring freeze remains in effect, the process for requesting an emergency hiring exception has changed.

Effective immediately, divisional vice presidents must approve all new hires **PRIOR** to the initiation of a workflow form. Once departments have obtained approval from a VP (or their designee), a form may be initiated. Upon initiation of the workflow form, initiators and approvers at ALL levels will see a warning. A screenshot of the warning is below. The warning indicates the requirement for VP approval and the requirement to note approval and the date of approval within the comments section of the workflow form. Without such comments, HR will recycle forms back to the department.

Please contact HR at 387-3620 with any questions.