Hiring Freeze Guidelines
Decision Process

1. Vacancy
   - Student (S26), Federal Work Study or Graduate Assistant (G12)
     - Yes: Submit request in Business Operations portal
     - No: Part-time lecturer contracted for Fall 2017
       - Yes: Position remains frozen
       - No: Authorization to Hire form created
         - Yes: Approved by VP/Dean’s Office
           - Yes: Solely funded by Sponsored Programs/Research
             - Yes: Position Management unfreezes position
             - No: Position remains frozen
           - No: Position remains frozen
         - No: Report to EVPHA?
           - Yes: HSC review process
           - No: Approved by EVPHA?
             - Yes: Position is a temporary positions?
               - Yes: Approved by Provost?
                 - Yes: Position remains frozen
                 - No: Position Management unfreezes position
               - No: Position Management unfreezes position
             - No: Position remains frozen
           - No: Approved by Provost?
             - Yes: Position remains frozen
             - No: Position Management unfreezes position
         - No: General Funds?
           - Yes: Budget Advisory Committee (BAC) review and recommendation to Provost
           - No: Position remains frozen
     - No: Position remains frozen

2. Submit request in Business Operations portal
   - Hire processed in PeopleSoft

3. Position Management unfreezes position
   - Position remains frozen
   - Position unfrozen

4. HR compensation completes compensation/classification review
   - Department completes job opening panel in PeopleSoft HR system
   - HR Employment posts position

As of 8/9/2017, prepared by Melissa Long Shuter