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Sent: Friday, April 10, 2020 8:08 AM
To: Deans, Directors, and Department Chairs <dddc@ku.edu>
Subject: Hiring Freeze Guidelines

Colleagues,

Last week the Provost announced a strategic hiring freeze and salary increase freeze to help the University prepare for recovery from the COVID-19 pandemic. The attached guidelines document was developed to answer your initial questions and provide more detailed information for implementing strategic hiring and salary increases in your units. Please share this document with appropriate people in your units.

Along with the Chancellor and Provost, we understand the challenges you and your units are currently facing, and the difficult road ahead. We appreciate the work you and your teams have done and will do to continue serving our students and colleagues.

If you or people on your teams have questions or need additional guidance related to the strategic hiring freeze and salary increase freeze, please contact Human Resource Management at hrdept@ku.edu or 785-864-4946.

Thank you,

Mike Rounds
Vice Provost for Operations

Chris Brown
Vice Provost for Faculty Development

Implementation Guidelines for Strategic Hiring & Salary Increases for the KU Lawrence and Edwards Campus

In order to remain true to the University’s mission and ensure fiscal responsibility, the Chancellor and Provost announced on April 2, 2020 that future searches/hires, recruitment exceptions, personnel actions and salary increases must meet one or more of the following core mission areas and have at minimum senior leadership (dean, chancellor, vice chancellor/vice provost support) approval prior to submittal. To ensure efficiency, HRM will require email documentation for each posting or hire request which identifies a core mission area and has the appropriate approval designations as outlined in the chart below.

Core Mission Areas for all Search/Hire/Promotion Activity
Critical to Campus and Community Safety
Critical to Continue the University’s Research Mission
Provides Continued Delivery of the University’s Critical Education Mission
Critical to Continue the Business Operations/Functions
Contributes to Critical Healthcare and/or Clinical Mission

Job Category	Dean/VP/VC (or delegate) Approval Required	Vice Provost for Faculty Development	Provost	Documentation Required
GRA*, GTA, GA	Contact your School/Unit for any additional process procedure/approval requirements	No	No	No documentation needed with 3G Form
Student Hourly/Student Salaried/UPS Temporary *	Yes	No	No	Email documentation of hierarchy approval citing core mission area with posting/hiring request
Lecturer/Online Lecturer (LFC – No Ongoing Commitment and LCT-Ongoing Commitment)	Yes	No	No	No documentation needed by HRM
FY22 Tenured & Tenure-track positions	Yes	Yes	Yes	Email documentation of hierarchy approval citing core mission area with posting/hiring request
Non-tenure track with multiple year commitment (new hires AND appointment renewals)	Yes	Yes	Yes	Email documentation of hierarchy approval citing core mission area with posting/hiring request
Unclassified Academic Staff	Yes	Yes	Yes	Email documentation of hierarchy approval citing core mission area with posting/hiring request
Unclassified and University Support Staff*	Yes	No	Yes**	Email documentation of hierarchy approval citing core mission area with posting/hiring request

**100% grant, research or endowment funded positions do not require additional hierarchy approval including any extension for a limited-term Postdoctoral Researcher appointment. (updated 4.13.20)

** HRM will coordinate weekly with the Provost on all staff position openings, promotions, and recruitment exception requests.

How to Manage Existing Job Openings/Postings

All non-grant funded staff, faculty and student positions that are currently posted for the recruitment of applications, or are at the review, interview, or recommendation for a verbal offer must be analyzed by the hiring unit and senior leadership to determine if the position meets the current mission criteria noted above. ***Faculty positions that have already received Provost Office approval do not require additional documentation.*** If it is determined that the search should be suspended/canceled, please contact your SSC representative or HRM Sr. Recruiter to develop a communication plan for impacted applicants. If the open recruitment meets a core mission area should continue, submit email documentation citing the critical need area to continue the search with the appropriate hierarchy approval to HRM. **Decisions are due to HRM no later than April 17, 2020.**

Job Openings at Offer extended: All staff and student positions that are at written offer extended and the candidate has not accepted, must be analyzed to see if the need to fill the position meets the five critical mission points outlined above. ***Faculty positions which have received Provost approval to be extended do not require additional documentation, however if the offer is declined it is the Dean's discretion to either offer the opening to an alternate candidate or fail the search.*** Unit hierarchy should evaluate if the proposed start date should be delayed, if a conditional offer of employment needs to be rescinded or to move forward with the job offer. Units wishing to modify the offer terms or rescind the offer should contact hrdept@ku.edu as soon as possible for HRM Sr. Recruiter assistance. Offers which have been made and accepted will not require additional supporting documentation.

Job Offers for Lecturers & Online Lecturers from Hiring Pools: Hires requested for lecturer/online lecturers positions that **do not have an on-going commitment** (LFC paygroup) must have approval from the dean or dean's office designee prior to submitting an offer request to HRM.

Job Offers for 3Gs (Graduate Assistants, Graduate Research Assistants, Graduate Teaching Assistants and Residential Graduate Assistants:

Hires for 3Gs that are submitted via Perceptive Content are not required to have supporting documentation attached. If you have questions regarding your budget or student commitments contact your Dean's Office or COGA Advisor within the College.

Steps for Non-Tenured Faculty Renewals

Lectures/Online Lectures that have an appointment with an on-going commitment (LCT paygroup), must be analyzed by the Dean's office for renewal. Contact HRM at hrdept@ku.edu for appointments that have been identified for non-renewal.

Non-tenured faculty positions with multi-year commitments (Visiting Assistant/Associate/Full Professors, Assistant/Associate/Full Teaching Professors, Multi-term Lecturers, Lecture/APA's) require Dean and Provost Office approval for both posting and new hires. Appointment renewals are at the discretion of the Dean.

Steps for Posting New Job Openings, Recruitment Exceptions, or Personnel Actions

Future Job Postings: Prior to posting, refer to the chart above for required documentation that must accompany your request.

Direct Hire/Search Waivers/Personnel Actions: All requests will require the following documentation for HRM review:

- An updated position description
- A current cv or resume of the candidate
- Justification request outlining the appropriate university [Recruitment Exception Categories](#), the critical core mission area and approval of support as identified above.

HRM will reach out to individual units to request supplemental documentation regarding leadership support for all requests that have been received but not processed to determine appropriate next steps.

Freeze for Salary Increases

When considering a salary increase for your staff, student or faculty member (not including increases related to promotion and tenure), provide a justification with your salary increase request to the SSC to coordinate HRM review. Justifications should include one or the following factors (for all positions except for 3G positions or positions that are 100% grant funded):

- Is it a mission-critical salary adjustment?
- Is it based on a retention, equity or other such factor?
- Approval from senior leadership for the newly proposed rate of pay

Questions? Contact hrdept@ku.edu or 785-864-4946 to speak with a HRM Sr. Recruiter for assistance.