

April 6, 2020

SOM Hiring Guidelines

Effective immediately until further notice

Recruitments (Open and New)

1. All open recruitments, including those for replacement positions, will be reviewed by the Dean's Office and explicit approval decisions will need to be granted to advance the recruitment process. Please be prepared to answer the supplemental questions below if requested by the Dean's Office.
2. All new recruitments (already in the FY20 budget) will require 1) a justification (see questions below) and 2) the FAU that will be used to fund the position, before we can move forward with the review and approval decision. Moreover, the unit will need to substantiate that moving forward with this recruitment will not result in a negative bottom-line within the unit's operating budget.
3. Lab personnel hires will be approved based on the research needs, contracts & grants (C&G) funding and approval from the Chair.
4. Independent Contract requests will require approval from the Dean's Office. The supplemental questions below will be required before we can assess request.
5. Temp agency new hires and/or extension requests will require approval from the Dean's Office. The supplemental questions below will be required before we can assess the request.

Employment Offers (In Progress and/or New)

6. Offers should be deferred until the closure ends, whenever possible. While offers may be extended, start-date should not occur during the stay at home order, unless it is a critical position and is approved by the Dean's Office.

Additional Supplemental Questions to Inform the Assessment Approval Process for All New or Vacant Positions

1. How does the position support our core mission and essential functions and/or the strategic goal(s) adapted within your unit?

2. Are there others who do similar tasks and could take on additional workload to get us through this period of uncertainty?
3. What are the consequences to the university, organization and team due to postponing the recruitment?
4. How does the position(s) impact the budget and what will be the financial implication(s) to the unit budget's bottom line?