

Date: December 16, 2020  
To: All PM Org Managers  
From: Kristi Darr, Vice President for University Human Resources  
cc: UHR  
Subject: Extension of Recruitment Approval Procedures

As outlined in a memo on June 25, the university implemented procedures for additional approvals before recruiting for vacant or new positions. Those procedures were set to sunset on December 30, 2020. In light of the ongoing nature and the continued budget challenges associated with the pandemic, university senior leaders have agreed to extend the additional approval procedures through June 30, 2021.

New vacancies requested for posting will continue to require approval from the respective President/SVP (or delegate) for the foreseeable future. These guidelines are effective for Faculty, P&S, Merit, Contract, Postdocs, Resident/Interns and Temporary/Emergency employees. Approvals should be documented in writing and kept at the local level.

For positions that have already received approval to proceed, please continue to exercise discretion on whether to conduct interviews virtually or in person. These decisions will vary based on department needs and circumstances, but obviously the top priority in making these decisions should be based on each candidate's comfort level and preference for interviewing virtually or on campus. For any on-campus interviews, all related COVID-19 safety protocols outlined by the university must continue to be followed, including: wearing a face covering, not shaking hands, sitting at least six feet apart, ensuring that interview spaces are clean and hand sanitizer is readily available, etc. Please contact your Staff Recruiting Specialist or Human Resources Coordinator if you need additional guidance.

I'd like to thank all of you again for your flexibility, patience and understanding on these and other procedures that we continue to work through together in support of our campus community.

Best wishes for a happy and healthy holiday season ahead!