

Temple University
Hiring Freeze Guidelines
2008-2009

This hiring freeze is in response to proposed funding cuts announced by the Commonwealth in September 2008. All personnel actions are subject to the hiring freeze guidelines outlined below.

Hiring Freeze Guidelines:

1. Administration and Staff - The hiring freeze applies to new positions, vacant positions, positions that become vacant while the freeze is in effect and promotions/reclassifications. It covers all full-time and part-time positions.
2. Academic – The Provost will review individual tenure track faculty hiring decisions/plans with the deans.
3. Students - Student workers are not subject to the hiring freeze.
4. Over-time and other compensation – All department heads are charged with ensuring that their departments are operating in the most cost effective manner - including reviewing the use of over-time.
5. Assistantships – All existing appointments will be honored. New appointments need the approval of the Graduate School.
6. The hiring freeze will remain in effect until such time as the President deems it appropriate.

Exception Processes:

- An exception to the hiring freeze will be considered for positions
 - involving campus and personal health and safety
 - delivery of essential University services
 - critical to the advancement of the academic mission, research and fundraising
 - key to the implementation of the ERP
- A written justification requesting an exception must be submitted to the cognizant Senior Vice President who will then make a determination on which requests to submit it to the President.
- No employment action or position posting will occur before an exemption request is approved.
- Personnel actions initiated and approved, including offers that were tendered prior to October 14, 2008, will be processed without requiring an exception.
- Department heads should review their current searches with their cognizant officer.

Funding Source:

- The hiring freeze applies to positions funded from the University's operating or 10-fund budget only. Positions funded from grants are not subject to the hiring freeze.