



Human Resources

6200 University Center (A)
Tallahassee, FL 32306-2410
(850) 644-6034

TO: Deans, Directors and Department Heads

FROM: Joyce A. Ingram, Assistant Vice President and Chief Human Resources Officer

DATE: October 31, 2008

SUBJECT: Hiring Freeze

In accordance with President T.K. Wetherell's communication regarding the state of the budget, dated October 30, 2008, there will be an immediate hiring freeze on all E&G and Auxiliary funded positions.

Existing job openings (faculty and staff) currently being advertised will be removed from the Human Resources website as of midnight on Friday, October 31, 2008. Positions will be reposted upon written approval from the Office of the President to continue the recruiting process.

The following steps must be taken to obtain approval for emergency hires (critical) or exceptions:

1. The hiring manager must submit a written request for approval to the appropriate Vice President for his or her area.
2. The Vice President should forward the request to Anne Blankenship, Assistant Vice President, Office of the Provost, who will provide that information to the Provost for review and approval by the President.
3. Once approved for recruitment:
 - o Staff vacancies will be posted internally (FSU employees only), allowing opportunities for existing FSU employees and those employees impacted by layoffs alternative employment. If there are no qualified internal applicants then the posting will be posted internally and externally (external to the University).
 - o Faculty vacancies will be advertised in accordance with the University's normal recruitment process.

Contract and Grant operations may continue to post and fill positions until further notice. The hiring freeze will not impact the hiring of Work Study, Graduate Assistants (GA's) or Other Personnel Services (OPS). If you have any questions regarding the above, please contact Francesca Ciaccio-Freeman, Assistant Director of Employment and Recruitment Services, for staff matters at 644-7701 or Drew Meehan, Assistant Director of Human Resources, in the Office of the Dean of the Faculties for faculty matters at 644-3672 or dmeehan@admin.fsu.edu. You may also call me directly at 644-7950.

cc: President T.K. Wetherell
Executive Vice President and Provost Larry Abele
Senior Vice President John Carnaghi
Dean of the Faculties and Deputy Provost Anne Rowe
Vice President Robert Bradley
Vice President Mary Coburn
Vice President Lee Hinkle
Vice President Kirby Kemper
General Counsel Betty Steffens
Assistant Vice President Anne Blankenship
Departmental Representatives