

University of Illinois at Chicago
Hiring Freeze – Frequently Asked Questions

1. What is the effective date of UIC's new hiring freeze guidelines?

The effective date for the new hiring freeze guidelines is January 5, 2010 based on Interim President Ikenberry's memo to the campus. An offer extended in writing before that date need not now be submitted for approval under the new process; however, since it was subject to the previous hiring freeze guidelines, the signed hiring exception form must accompany the appointment.

Searches that were underway but for which an offer was not extended before January 5, 2010 require approval for exception to the hiring freeze to continue the search process. No offer can be extended to complete the search process without approval.

2. Does the approval process require one form per job?

For certain temporary or intermittent appointments, one form with an Excel spreadsheet can be submitted. See the hiring exception form instructions for further detail.

3. Can the dean or vice chancellor designate someone to sign on their behalf?

For delegated approvals, the dean or vice chancellor can name a designee to approve hiring freeze requests.

For non-delegated approvals, the dean or vice chancellor is expected to personally review and sign the request.

The dean or vice chancellor remains accountable for all requests approved or denied whether personally signed by him/her or signed by a designee.

4. Are units tied to the salary level identified on the exception form?

While the actual salary can be negotiated at the time of offer, the final salary must be at or less than the amount identified on the approved hiring request. The unit may identify a range of salary on the hiring request. The campus is asking for units' best estimate of the salary at the point they are ready to seek approval for the hire and the approval of the hiring request is based on that level or range of salary presented. This will allow us to estimate the total value of positions excepted from the freeze, which may then get reported to the President and Chancellor or the Board of Trustees.

5. Must a hiring freeze exception be approved before an HRFE transaction will be processed to fill a vacant position?

Yes. If an HR Front End transaction is received before an exception request has been approved, it will be returned to the unit. The approved exception request should be attached to the transaction.

6. What is the definition of a new hire?

In general, a new hire is defined as the appointment of an individual not previously paid by the University. It requires the creation of a new hire or rehire transaction in the HR Front End. However, there are other situations which do not fit the strict definition of a new hire but result in a permanent and on-going financial commitment on a unit's budget (e.g. visiting to permanent). These situations will be included in the new hire definition, and will require a hiring exception form to be reviewed and approved.

Below are several examples to assist units in determining whether a hiring exception form is required. It is not meant to be an exhaustive list. Questions regarding whether a form is required should be directed to Angela Yudt (ayudt@uic.edu) for Faculty or Julie Harris (ja22@uic.edu) for Academic Professional and Civil Service.

6a. Do promotions of Academic Professionals require a hiring exception form?

Yes, because promotion requires creation of a new position and associated approvals from the office for Access and Equity.

6b. Do Civil Service reclassifications require a hiring exception form?

No, as this is a change to an existing position.

6c. Does the creation of a Civil Service position in order to absorb an employee who is part of a “bumping” scenario require the completion of a hiring exception form?

Yes, because it requires the creation of a new position and a permanent funding commitment.

6d. What about faculty promotions?

No. Both tenure-track and non-tenured faculty will continue to be reviewed by promotion and tenure committees through the normal, existing process.

6e. Do new administrative appointments accompanied by a stipend require a hiring exception form?

Yes. Creation of a new stipend for an appointment to a new role is the equivalent of a new hire and therefore requires approval. A change to an existing stipend is just a change in compensation and does not require approval.

6f. Does the conversion of an employee’s appointment from academic hourly to a full-time permanent academic professional require a hiring exception form?

Yes, this is the equivalent of a new hire and places the employee into a new position with notice rights.

6g. Does the conversion of an employee’s status from visiting to regular/permanent require a hiring exception form?

Yes. Even though the position number remains the same, this change is still the equivalent of a new hire and may create notice rights for the employee involved.

6h. Does the return of an employee to regular status after a Notice of Non-Reappointment has been issued require a hiring exception form?

Yes, since a return to regular status would create a permanent commitment.

6i. Do reappointments of visiting Academic Professional or visiting Faculty require a hiring exception form?

Any extension or reappointment which exceeds a total of six months requires a new hiring exception form request to be completed.

6j. Do reappointments of term-by-term instructional faculty or other temporary (e.g. hourly) appointments in other employee groups (excluding those as outlined in 6i) require a hiring exception form?

No.

6k. Do summer appointments require a hiring exception form?

A hiring exception form will only be required for initial new hire appointments for summer. If the employee is currently in active status in Banner (e.g. 9/12 faculty, graduate student, etc), a hiring exception form is not required.

6l. What about the rehire of retirees, since we already have a process in place to review those?

The hiring exception request form should be completed and approved in advance of the initial Reemployment of Retiree request for the initial rehire of the retiree. Subsequent reappointments do not require the completion of a new hiring exception request form but would require Reemployment of Retiree request.

7. What about employees who have no or very limited notice rights? For example...

7a. Are post-doctoral *fellows* exempt from the hiring freeze?

No, but approval authority is delegated.

7b. Are post-doctoral *research associates* exempt from the hiring freeze?

No, these employees are treated like any other staff working on a sponsored project.

7c. What about Graduate College fellows?

There is no service requirement for Graduate College fellows, so they are not considered employees. Therefore, they are exempt from the hiring freeze.

7d. Are adjunct or other temporary instructional faculty exempted from the hiring freeze?

No, but approval authority is delegated if they are appointed for one term only.

7e. Are student assistants (teaching, research, or graduate assistants) exempted from the hiring freeze?

No, but approval authority is delegated. Units may hire into such positions without securing approval from the Chancellor or Provost, although units are still expected to secure approval from their dean or vice chancellor. One form may be used to approve multiple hires and a summary report of hires should be submitted to hiringfreeze@uic.edu on a monthly basis.

7f. Are student employees (undergraduate and graduate, paid hourly) exempted from the hiring freeze?

No, but approval authority is delegated. One form may be used to approve multiple hires and a summary report of hires should be submitted to hiringfreeze@uic.edu on a monthly basis. Since units already have the capability to direct enter these appointments into the HRFE, deans and vice chancellors should inform their units as to their required approval process before entry.

7g. Are Civil Service extra help positions exempted from the hiring freeze?

No, but approval authority is delegated. One form may be used to approve multiple hires and a summary report of hires should be submitted to hiringfreeze@uic.edu on a monthly basis.

7h. Are research staff or research faculty on soft money with an appointment to August 15 exempted from the hiring freeze?

No. Source of funds does not exempt the positions; however, authority for staff or faculty funded 100% from soft funds is delegated.

8. What about changes in compensation? For example...

8a. Are increases in FTE exempted from the hiring freeze?

Yes.

8b. Are overcompensation payments exempted from the hiring freeze?

Yes. These are generally intermittent and short-term in nature and therefore not the equivalent of a new hire.

8c. Is a mid-year salary change exempted from the hiring freeze?

Yes. However, it should be noted that mid-year salary changes must be requested and approved in advance in accordance with the University's guidelines for mid-year salary increases.

The point of the hiring freeze is not to constrain a unit from making any change in its overall payroll. Units are still expected to make local decisions about what they can afford, so they must be mindful of the impact that the changes in compensation described above will have on their available budget authority. To the extent that this will be monitored centrally, it will be monitored after-the-fact through the quarterly review of each unit's financial position. Any deficits identified will require explanation from the dean or vice chancellor.

9. Do units have to use the form for positions that are delegated by the campus to the dean or vice chancellor level?

Yes. Units should utilize the same form, noting that many categories allow the completion of one form for multiple hires. Use of this form will allow for consistency across the campus and for auditing and reporting purposes.

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