

UIC Human Resources

February 19, 2010 HR News Flash

DDDH Memo on Hiring Freeze Process

TO: DDDH
FROM: John Loya, Vice Chancellor for Human Resources and
Angela Yudt, Director, Faculty Affairs HR, Office of the Vice Provost for Faculty Affairs
RE: Hiring Freeze Approval Process and Procedures
DATE: February 18, 2010

On January 29, 2010, the Provost distributed a memo describing the hiring freeze policy at UIC. Below is additional information on the process and procedures of this hiring freeze.

1) Two process maps describing the routing for UIC hiring freeze exceptions, the "Recommendation for Hiring Approval" form and instructions, a matrix of delegated and non-delegated hire categories and the hiring freeze approval process, are all now available on the UIC HR website (<http://www.uic.edu/depts/hr>) and on the Faculty Affairs HR website (<http://www.uic.edu/depts/oaafahr>), under the forms section. *NOTE:* This is a revised form and we ask that all units begin using this form effective with this memo's distribution.

2) The form must be completed by the unit where the position will operate.

3a) For */delegated/* proposals, the vice chancellor or dean will evaluate the proposal in terms of budget and business necessity. After this analysis, the vice chancellor or dean will indicate approval or denial and route the form as a .PDF file to hiringfreeze@uic.edu, hereby informing UICHR and FAHR.

3b) For */non-delegated/* proposals, the vice chancellor or dean will evaluate the proposal in terms of budget and business necessity. After this analysis, the vice chancellor or dean will indicate approval or denial. Approved requests should be submitted as a .PDF file to provostmail@uic.edu for further review and final recommendation to the Chancellor or Provost. All denied requests should be routed to hiringfreeze@uic.edu.

Questions about the attached documents and "Recommendation for Hiring Approval" form for _ faculty_ should be directed to Angela Yudt at 5-2412 or ayudt@uic.edu.

Questions about the attached documents and "Recommendation for Hiring Approval" form for _ academic professionals and civil service staff_ should be directed to Julie Harris at 3-3634 or jah22@uic.edu.