

## **The University of Texas Rio Grande Valley**

### **FY 2021 updated Hiring Freeze Guidelines**

Any requests for funding in addition to the approved annual budget will need to be approved through the Hiring Freeze Request Form. The request must be completed and approved by the Department, the Office of Human Resources, and the division head.

The exemption form will need to identify how the use of the additional funding will contribute to the success of the University. Please specifically identify how the position will:

- Increase/impact student enrollment and retention,
- Impact university revenue,
- Or adversely impact the operation of the university if the action is not permitted.

If you have questions regarding the departmental funding, please contact Planning and Analysis (PositionControl@utrgv.edu).

You can find the exemption form [here](#) and email it to [careers@utrgv.edu](mailto:careers@utrgv.edu) at the Office of Human Resources.

### **FACULTY RECRUITMENT**

Faculty hiring exemption requests will be submitted in accordance with the established schedule and process for review of faculty recruitment requests.

### **EFFECTIVE DATE**

The effective date of this revised process is September 15, 2020.