Hiring Freeze and Process for Moving Salary Savings to Accounts Controlled by the President

As positions are eliminated or vacated, funds associated with salary savings for non-faculty positions will be moved at the end of each payroll cycle into appropriate accounts controlled by the President. This will be an automated process that will occur with each bi-weekly and monthly payroll calculation. Detailed lists of eliminated/vacated positions will be provided to impacted units on a monthly basis.

Justifications to refill a position will be routed through the appropriate Dean/Vice President to the Provost and Executive Vice President for Academic Affairs to the President for approval.

Exemptions:

1. College accounts, with the exception of Deans’ office accounts
2. Restricted grant accounts (4xxxxx)
3. Faculty positions, Graduate Assistant positions and Student Worker positions

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