



Updates to the Staff Hiring Authorization Process

As previously announced, our new administration is conducting a comprehensive review of the university's operations in an effort to maximize our effectiveness at meeting the mission of Texas A&M. As is common in many organizations during a period of transition and review, all new hiring will be limited to only those that meet strict adherence to the criteria defined below.

The current hiring authorization process, which has been in effect since March 2020, will continue in effect for at least the next 90 days.

There is one very important change to the current process for requesting a hiring authorization.

Effective immediately, all staff positions submitted for hiring authorization must meet one of the following four criteria to be considered for approval:

1. The requested position is necessary for health, safety, or security reasons, or
2. The requested position has a direct impact to revenue or loss of grant funding, or
3. Not filling the requested position would create a significant inability to meet student needs without other viable options, or
4. A special exemption has been authorized by the President or Chief Operating Officer.

All previously submitted hiring authorization requests (approved or unapproved) must be re-submitted for approval using the updated [Hiring Authorization Request form](#) unless:

1. Department has extended a written offer of employment to their candidate on or before 6/16/2021, or
2. Department is in the process of onboarding new employee.

Additional information (justification) to support the hiring authorization request must be included on the form.

This hiring authorization process is for staff positions only. Faculty, Graduate Assistants, Temp/Casual, and Student Worker positions are exempt from this process.

[For detailed instructions, please refer to our website.](#)

For questions, send an email to jobs@tamu.edu (Texas A&M employees) or hschr@tamu.edu (A&M Health employees).

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