

UC ANR Hiring Freeze

Frequently Asked Questions

General

What is the effective date of the hiring freeze and how long will it last?

The hiring freeze took effect on April 1, 2025. There is no current end date for the freeze. However, leadership will remain in close communication with the UC President's office, and updates will be shared as further decisions are made.

How will UC ANR communicate updates about the hiring freeze?

UC ANR will provide updates through ANR Updates, standing meetings, leadership communications, Human Resources business partners, and direct emails to managers and supervisors. This FAQ document will also be updated as more information becomes available.

Hiring

Is there a UC ANR hiring exception process?

Yes. UC ANR has always employed a practice of disciplined position-management controls and while there will be additional reviews and approvals required for some positions during this hiring freeze, exceptions may be granted for strategic and/or mission-critical positions.

Does this apply to staff and academic positions?

Yes, the systemwide hiring freeze has been applied to both staff and academic positions outside of the following exception categories:

- Positions approved through position management process prior to April 1, 2025
- Positions approved as part of the 2023-24 academic position call process
- Positions fully funded by a contract or grant

These listed exceptions may proceed through the standard recruitment process without approvals above and beyond that which is normal.

What is the approval process for staff positions?

Position management forms have been updated to reflect the new exception requirements.

The workflow for the position management process is as follows:

- Statewide Program: Initiator -> Supervisor -> Director-> Financial Control -> Statewide Program Director -> AVP Brent Hales -> Resource Planning and Management -> Human Resources

- Research and Extension Center: Initiator -> Supervisor -> Director-> Financial Control -> Director for Research and Extension Center System -> AVP Hales-> RPM -> HR
- Administrative Units (New): Initiator -> Supervisor -> Director-> Financial Control -> Interim AVP Jennifer Bunge or Interim AVP Kathy Eftekhari -> RPM -> HR
- All Others: Initiator -> Supervisor -> Financial Control -> Director-> AVP Hales -> RPM -> HR

What is the approval process for academic positions?

There are no changes to approvals needed for positions already approved through the [Academic Position Call](#) process or those leveraging contracts and grants funding. However, the following centrally funded academic positions *will* require exceptional review and AVP Hales' approval:

- New positions that have not gone through the position call process
- Backfill for positions that have gone through the position call process

Position management forms have been updated to reflect the appropriate exception requirements/signature.

Does this freeze apply to recruitments submitted but not completed before April 1, 2025?

No; HR and RPM have already reviewed the current open positions and have applied an exception to continue their recruitment processes.

Do I need any additional approvals if I have already extended an offer?

No. HR and RPM have reviewed the current open positions and have applied an exception to continue the recruitment process.

How will we handle positions that are pending position management approval?

Positions that have not yet completed the position management approval process will need to be reviewed and approved by the unit's respective AVP applying the appropriate exception criteria. RPM and HR will coordinate with departments if additional information is required.

Are internal promotions or lateral moves affected by the hiring freeze?

Possibly. Internal moves that do not create new vacancies may continue. Any salary changes will be reviewed on a case-by-case basis.

How will we handle newly vacated positions?

Recruitment for newly vacated positions due to resignations or retirements are on hold unless an exception is submitted and approved.

Can I hire an external consultant or short-term contract employee?

External consultants and contract employees should not be hired as a way to get around the hiring freeze. Hiring external consultants or contract employees should be heavily scrutinized and evaluated by Unit Directors to ensure this does not circumvent the hiring freeze process. Human Resources and procurement will be on alert for these types of requests. However, requests may be routed through the Position Management Process and will be subject to AVP exceptional approval.

How can I determine if the position is considered mission-critical?

Please work with your area leadership to make that determination.

Does the hiring freeze include reclassifications?

No. Currently the hiring freeze only covers recruitments. If the scope of the freeze changes, we will provide additional notification.

Will contract extensions be issued during this hiring freeze?

Yes; extensions for contract employees is currently exempt from approvals. You may proceed with extensions using the normal process.

Current Employee Support**What is the approval process for new stipend requests for staff taking on additional duties as a result of the hiring freeze?**

Departments should follow the standard workflow for position management for stipend requests. Exceptional approval is not required.