

# UCSB Staff Hiring Freeze FAQs

Rev April 18, 2025

[Staff Recruitment Exception Request Form](#) (link to online survey form via Qualtrics)

[Staff Recruitment Exception Request Form.PDF](#) (link to PDF form for reference)

## General Staff Hiring Exception Process

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

*Work with your divisional and department leadership to make that determination. It is helpful to think of the following items during your assessment:*

- *What are your mission critical operations?*
- *What things do you do that, if you didn't do them, would turn the lights off at the university, damage the reputation, impact human or animal life?*
- *Who provides that in your organization?*

How long will the Staff Hiring Freeze Review process be in place?

*The duration of the Staff Hiring Freeze Review process has not yet been determined and will depend on the financial circumstances of the campus.*

How long will the exceptional approval process take once a request for exception has been submitted?

*It depends on each approver's time and availability throughout the process. Filling critical position vacancies is a priority for the campus and this process will be treated as a priority.*

## Current Staff Job Postings

What do we do about job postings listed but not yet filled before March 19, 2025?

*HR sent a list of pending job postings to each VC to determine if they want to hold off or proceed with the recruitment. Departments were notified of those determinations by each VC's office.*

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

*Offers extended and accepted prior to March 24, 2025, will be honored.*

If a posting period has ended and the department requests to repost due to an insufficient applicant pool, is that allowed? Do we need approval before reposting, or can we proceed with reposting as needed?

*If the original position was not already approved by the VC/designee, the reposted position needs to be approved. Once it is approved, the Talent Acquisition team will repost.*

## Staff Recruitment Waivers

Can departments pursue recruitment waivers during this time?

*The position needs to be approved in the exception process prior to submitting a waiver request. If a waiver is currently in process, it will be paused until approval to fill the position has been confirmed. Once approved, it will begin or continue in the waiver review process.*

## **Staff Contract Extensions**

**Will staff contract extensions be allowed outside of the exception process?**

*No, to extend a contract will require exemption approval.*

## **Student, Agency, Contractor Hires, External Funding Sources**

**What about grant-funded positions?**

*Expectation for the Department and VC Authority is to exercise the utmost scrutiny and consider if grant-funding under threat or potential threat of Federal action or other external factors that would implicate the Department utilizing core funds to cover employee costs. Grant funded positions are subject to the Exception Process.*

**What about external consultants?**

*External consultants should not be hired to avoid the hiring freeze.*

**Non-academic student employees are listed as an approved Exemption. Are academic student employees not included in the Exemption (Teaching Assistants, Associate Instructors, Readers, etc.)? Academic student employees are not included in the staff hiring freeze since they fall under academic purview. We recommend reaching out to the Academic Personnel Office for additional information.**

## **Other**

**Does the hiring freeze include reclassifications, equity reviews, temporary stipends or Retention Lump Sum payments?**

*No, however, if the scope of the freeze changes, you will be notified.*

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

*Stipends are not subject to the hiring freeze. If the scope of the freeze changes, you will be notified.*

**What happens if a staff member separates and the department needs to backfill for continuity?**

*Approval through the Exception Process to fill the position is required.*

**If a position is denied in the Exception Process, when can the position be reconsidered for approval?**

*This will depend on how long the Exception Process is in place and would be a case-by-case evaluation.*

**Can departments submit new position description requests in Job Builder or should these be put on hold since they are typically for recruitment purposes?**

*Departments will need to follow the Exception Process first before submitting actions in Job Builder.*

*Once they receive a pdf copy of the approval, they will need to attach it to any job review requests in Job Builder that are tied to hiring and/or filling a position.*

Does this new Hiring Freeze process for staff replace the “JOR” (Job Opening Review) process in Academic Affairs?

Yes.

Does this new Hiring Freeze process for staff replace the “VMP” (Vacancy Management Program)?  
*Starting in the new fiscal year, yes (July 1, 2025).*

If I don't see the correct job code or department code on the drop down list on the Request for Exception Form, what should I do?

*Please contact Melinda Crawford at [melinda.crawford@hr.ucsb.edu](mailto:melinda.crawford@hr.ucsb.edu) and she will add the missing information.*

I understand that HR will be keeping track of all exceptional approvals, but should departments also be keeping track of the positions they're choosing NOT to fill?

*Yes, please. At some point in the future, we may be asked by UCOP to report on positions left vacant vs. positions filled through the exception process.*