



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

MEMORANDUM

To: All Hiring Departments

From: Ruth J. Simmons, President 
James Palmer, Provost and Senior Vice President for Academic Affairs 

Date: April 14, 2020

Re: University Hiring Freeze

As Prairie View A&M and other institutions of higher education grapple with the ongoing COVID-19 pandemic, the impact of the crisis on the state's economy suggests that the state may face significant budget challenges when the Legislature meets next year.

In an effort to anticipate the University's financial losses, effective immediately, we are instituting a flexible hiring freeze on all staff and faculty positions. Only those faculty and staff positions deemed to be "essential" to the near term needs and primary long term strategic interests of the University, the Chancellor's Research Initiative (CRI) and grant-funded positions, and positions directly impacting health, safety and technology are excluded from the hiring freeze.

Outlined below are university-specific actions regarding the flexible hiring freeze that are worth noting.

Faculty Postings

The Provost will work with the Dean of each college to determine the exact number of essential faculty positions needed. Further guidance from the Provost is forthcoming.

Job Offers

Only written and verbal job offers made before March 25, 2020, with the approval of the respective department's Vice President and the Office of Human Resources (OHR) will be honored.

Current Postings

All currently posted positions will be removed and withdrawn from the University's website as soon as possible.

Closed Positions

All job postings that have closed and may have applicant pools released to the department will be withdrawn. However, positions that have been deemed “essential” by the University and approved by the President will be filled. Applicants in both the Current and Closed postings pools will be notified via Work Day that the position has been withdrawn.

Requests to Fill Essential Positions

Department Heads and supervisors who believe that they have “essential positions” must complete an approval form outlining why the position is mission-critical. The area Vice Presidents will then determine if the position should be presented to the President for consideration and final approval. Further guidance on current postings and the approval form for essential positions will be issued by the Office of Human Resources soon.

It is very important that we avoid as many severe measures such as lay-offs, if at all possible. Anticipating a significant budget shortfall in this way is advisable to avoid other similarly severe measures. However, if the budget problems fail to materialize, enrollment remains strong, and there are no further shocks to the budget, we are hopeful that we will be able to relax these measures.

Thank you for your past and continuing efforts throughout this crisis. The University is stronger for your commitment to our important mission.

cc: Office of Human Resources