MEMORANDUM

To: Department Unit Heads
C: HR Liaisons
From: El pagnier K. Hudson, M.S., Vice President, Human Resources
Date: April 23, 2020
Re: Evaluative Hiring Process & Salary Actions Review

Effective immediately and until further notice, all vacant positions and positions that are in the search process are being formally evaluated and approved by the president, provost, and chief financial officer (CFO) before they may be posted or filled. This evaluation will apply to all positions and funding sources with the exception of externally funded grant positions which are exempt from this review process. Prior to submitting a request for formal approval, each position is to be reviewed by the respective Department Unit Head to identify alternatives that may be available and that do not increase salary costs. To proceed with hiring essential, mission-critical positions, departments must justify how the position aligns with university/departmental goals and metrics. Formal approval by the president, provost, and CFO must be granted before an offer can be communicated to a prospective employee following the recruiting process or before the position is posted, depending on where the position is in the hiring process. This includes replacement positions.

This is a reminder that approval by the vice president of Human Resources is required for all discretionary bonuses and classification actions, which include spot awards, performance bonuses, and position upgrades.

Our COVID-19 website will continue to provide Human Resources updates and resources. You are encouraged to visit https://www.fiu.edu/coronavirus/work-during-remote-operations/index.html. For updated information on FIU’s response to the university’s latest developments please visit our COVID-19 website.

Please continue to exercise social distancing and appropriate self-care. If you have questions or need additional information about the new process, feel free to contact the Division of Human Resources, 305-348-2181.

C: Mark B. Rosenberg, President
Kenneth Furton, Provost and Executive Vice President
Kenneth Jessell, Senior Vice President and Chief Financial Officer