

Hiring Freeze FAQs—December 15, 2011

Is the hiring freeze over?

Yes. We now have staffing plans in place for all areas to guide FY13 hiring decisions.

Can I fill my vacant position now?

Vacant positions can be filled if they were approved in the hiring plan for immediate hire or have been approved by your area vice president.

How can I find out if my vacant position was approved on the hiring plan?

The vice president for your area can provide you with a copy of the hiring plan.

Whose approval do I need to fill my vacant position?

Your area vice president must approve any hire not addressed in the hiring plan.

What criteria will the vice presidents use to make these decisions?

1. What function(s) does the position support?
2. Is the need to support the function(s) ongoing, temporary or cyclical?
3. Address any of the following that are relevant to the position:
 - Critical to the health, welfare, and safety of the campus
 - Part of a staffing requirement established through licensing, certification or accreditation
 - Would create a significant disruption of an essential University function
 - Failure to perform this service would create legal liability
 - Direct engagement in fundraising or revenue generation
4. How central is the function to the following University priorities?
 - Sustain UNC's ability to give students opportunity for transformative education at a research university
 - Cultivate academic programs with both high quality and potential to exemplify the teaching and learning community we want to be
 - Develop the heart of campus as a physical manifestation of the exemplary teaching and learning community we want to be
5. How does the position relate to other positions that support similar functions?
6. What collaborative alternatives have been explored with other units?

I had someone leave UNC after the hiring plans were done. Can I replace them?

Using the criteria listed above, the vice presidents can consider unanticipated vacancies that weren't addressed in the hiring plan.

Does the source of funding matter when requesting to fill a position?

Your vice president may consider this, but "having the money" doesn't necessarily mean the position will be approved.

Is there a form I need to fill out to fill a position?

Each vice president will determine how to manage the process for considering hires in his or her area. If a position is approved, you will need to fill out the usual HR forms for the hiring process.

How do I request a new position?

New positions must be addressed in the hiring plan. If an unanticipated vacancy opens up possibilities that weren't considered when the hiring plan was developed, your area vice president may elect to update the plan. New positions should not be approved outside of the hiring plan.