

March 25, 2020

TO: Deans, Directors, and Chairpersons

FROM: Samuel L. Stanley Jr., M.D.
President

Dear Colleagues,

As a result of the serious, but uncertain impact that the novel coronavirus is having on our costs and revenues, we must be cautious and prudent in hiring. Where hiring can be delayed until there is more certainty about the local and national situation, we should do so. At the same time, it is likely that some hiring decisions must proceed as planned. In fact, the impact of COVID-19 on our operations may make filling some critical positions urgent and essential.

Therefore, effective immediately and until further notice, all hiring decisions must be approved by the relevant vice president or provost, who will consult with the president as needed. At this time, faculty and academic staff hiring processes already begun for Fall 2020 may continue. All other positions already posted should be reviewed for discussion with the relevant vice president or provost, taking into consideration both the status of the hiring process and the necessity of the position and urgency with which it must be filled. Human Resources and Academic Human Resources will provide additional guidance on this action in the coming days.