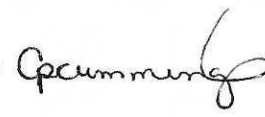


## MEMORANDUM

TO: Clayton State University Hiring Managers

FROM: Corlis Cummings, Vice President of Business & Operations 

DATE: September 6, 2022

SUBJECT: Hiring Freeze - Effective Immediately

In response to the recently announced budget cuts and enrollment declines, Clayton State University is implementing a hiring freeze. Effective immediately, no new faculty and staff (Full-time or Part-Time) can be hired. Student Assistants may be hired if the area budget has funding. This applies to all levels of the institution and shall also apply to pending applications and requested offer letters. Although we realize that this is not an ideal situation, it is currently necessary.

The Cabinet will consider filling critical positions if failure to fill these positions will negatively and severely impact the operations of the University and the services it provides to our students. The institution has implemented a waiver request process. Such requests should be rare. Hiring managers wishing to have a position considered for approval to hire will have to complete the "Hiring Freeze Waiver Request to Hire" form located on our Human Resources page at <https://clayton.edu/human-resources/docs/request-to-hire-form-8-29-22-edit.pdf>. Once completed the form should be submitted to the Vice President of your division for approval. The Vice president will present the Waiver Request to the Cabinet at the next regularly scheduled Cabinet meeting for consideration. If the waiver is approved, the normal critical vacancy process and other hiring processes will commence.

Cooperation and teamwork between departments is especially important during this period. We appreciate your support as we cope with the current challenges and look forward to better times.

Attachment

Cc: President Heyward  
Cabinet  
Human Resources