

# MEMORANDUM

TO: Clayton State University Hiring Managers

FROM: Corlis Cummings, Vice President of Business and Operations

DATE: September 6, 2022

SUBJECT: Temporary Hiring Freeze - Effective Immediately

In response to the recently announced budget cuts and projected enrollment declines, Clayton State University is implementing a temporary hiring freeze. As of September 6, 2022, no new faculty and staff can be hired. 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 necessary at this time.

The Cabinet will consider filling critical positions that are vacant if failure to fill these positions will negatively and severely impact the operations of the University and the services it provides to our students. A request for a Waiver 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 [\[LINK\]](#). Once completed the form should be submitted to the Vice President of your division for approval. The normal critical vacancy process and other hiring processes will commence if the request is approved.

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.