



May 5, 2020

Dear Colleagues:

At SUNY Poly health and safety are paramount, and we are all doing our best to ensure our students, faculty, and staff are learning, teaching, and working in as safe an environment as possible. I know we speak for the President when we tell you we are incredibly proud of your collective efforts in meeting the numerous challenges related to the effects of COVID-19. At the same time, we must continue to focus on the ways in which we can make the right decisions to further support SUNY Poly's sustainability.

As we move forward together in meeting this challenge, we are faced with new fiscal constraints due to the projected financial impacts that have arisen during the current semester, and we wanted to provide more details following the President's Friday message. SUNY Poly is working to be proactive and, while maintaining all current positions, the institution is suspending all job searches and implementing a hiring pause through at least June 30, 2020, with the following potential exceptions:

- Essential health and safety positions;
- Tenure-track, tenured, lecturers, and adjunct faculty;
- Positions directly supporting remote learning environments and/or student recruitment, enrollment, and retention; and
- Research Foundation positions directly supporting ongoing research.

The President has tasked her senior leadership team to determine the feasibility of any position that meets the above exemption criteria. Effective immediately, unless a search or new hire is approved by the senior leadership team, these will not move forward. To help prioritize the potential exceptions described above, the form copied below is required to be submitted for the consideration of the feasibility of any hiring.

This directive means that all in-process hires not listed under the potential exemptions above will need to be suspended, and search committee chairs are requested to communicate SUNY Poly's hiring pause with all applicants. Once it is determined that the normal hiring process can resume, Human Resources will advise the search chair whether to resume the search or to start over, depending on the length of the pause and where in the process a search was at the time of this pause.

As we continue to assess the financial impacts of COVID-19, we will provide updates, including any adjustments to the plan outlined here. If you have any questions, or to submit the form below to the Senior Leadership group, please contact Vice President for Human Resources Rhonda Haines at rhaines@sunypoly.edu.

Thank you for your strength and your commitment to reaching our shared SUNY Poly goals; together, we will overcome today's challenges. We appreciate your understanding that by making the necessary decisions today, we can help ensure SUNY Poly's best future for our students, faculty, and staff.

Sincerely,

Rhonda Haines, Vice President for Human Resources
Susan Head, Senior Associate Vice President for Finance
SUNY Polytechnic Institute

State University of New York (SUNY)
Requesting a Hire / Search / Changing Employment Status of a SUNY Poly Employee

1. Describe, in as concise a manner as possible, the need for the position.

2. Describe the revenue source to be utilized to support this position for the current year and beyond. Include how the revenue will be generated, keeping in mind any overhead costs that may be included and used by the revenue source. Do not include PSR (salary) savings as a revenue source to hire a position.

3. What steps have been taken to avoiding the need for this position? For example, have there been discussions with other Departments/Campuses to utilize existing skillsets and/or “bandwidth” to fulfill the need at a lower or no cost?

4. What actions have been taken to reduce other operational costs in the Department to eliminate/reduce the financial impact of the position? Changes in class size and/or sections, consolidation of tasks, automation (describe implementation and operating costs associated with automation and costs savings).

5. What is the appointment period?

6. Please note that, in addition to the questions noted above, if the proposed position is related to the “Framework for a Sustainable Future” then a memorandum of explanation is required.