

SUNY Poly Hiring Pause Additional Information

- All employment offers and searches are paused until at least June 30.
- Hiring decisions need to be centralized—for Poly this will be the Senior Leadership group.
- If an employee leaves, a hold will be initiated on replacing that employee unless otherwise determined by the Senior Leadership group; pre-determined categories will be reviewed.
- We will not assess positions on a case-by-case basis; this could lead to unfairness and ambiguity.
- Below are the steps for faculty, staff, and student hiring.

Discussion for prioritizing predetermined categories

Health and Safety Positions

- Determined by Senior Leadership group

Faculty and Staff: Instruction and Research Positions

- Evidence shows strong enrollment and/or growing research programs
 - Without this evidence, recommendation will be to hold
- Priority will be giving to online conversion courses and/or revenue generation

Student Facing Positions

- Should aid in retention, recruitment, or service

Managerial/Operational Positions

- Positions will be frozen unless determined to have a strategic need

For all faculty and staff hires:

- All supervisors must complete the attached form explaining why a position is needed, noting if it is a new or replacement position.
- The form will then be brought to the Senior Leadership group for review and discussion.
- The Senior Leadership group will collectively decide whether or not to proceed.

For all student hiring:

- Research Foundation Research Project Assistants (Graduate Students) can proceed for the Fall 2020 semester if funded by RF sponsored awards.
 - Research Project Aides will also require funding by sponsored awards through the RF.
- State-funded Graduate Assistants at either SUNY Poly's Albany or Utica campuses will be hired based on previously budgeted funding availability.
- Guidance on student assistants will be provided based on the forthcoming student re-entry plan.