



# OFFICE OF ACADEMIC AFFAIRS

TO: College Academic Operations Officers, Branch and Academic Affairs;  
Department Human Resource Leads

FROM: James Paul Holloway, Provost and EVP for Academic Affairs

DATE: May 24, 2021

SUBJECT: Update on Pause of Staff Hiring and Personnel Actions

CC: Deans, Branch Chancellors, Academic Affairs' Director  
Nicole Dopson, Director of Financial Operations, Academic Affairs  
Jennifer Love, Director of Operations, Academic Affairs

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In April of 2020 we entered into limited operation and placed a pause on staff hiring and personnel actions to address the remote working landscape and the financial impact of the pandemic. Over the last year the university required exception requests from units on all personnel actions regardless of funding source. Now, over a year later as we continue to bring back the pack and prepare to phase back on to campus we will be making an adjustment to the pause on staff hiring and personnel actions, as mentioned in President Stokes May 3<sup>rd</sup> weekly communication.

- Effective June 1, 2021 Academic Affairs will no longer require EVP exception forms for staff hires and personnel actions that are funded 100% through restricted funds.
- Effective July 1, 2021 Academic Affairs will no longer require EVP exception forms for staff hires and personnel actions funded by I&G, unrestricted funds.

It is important to note that units that are in deficit will still be required to have a review of their hires and personnel actions to ensure that funding is available. Units that fall within this category will be notified separately.

Also, please note that your specific unit, department or college may still require internal review and oversight. Please work with your Vice Presidents, Deans and Directors for guidance on your area's procedures going forward.

Academic Affairs will continue to review and authorize faculty search requests for FY22. Please note that FY22 faculty search requests are due to Senior Vice Provost Barbara Rodriguez via email at [svp@unm.edu](mailto:svp@unm.edu) by May 28, 2021.

If you have any questions regarding this update on staff hiring and personnel actions, please contact Jennifer Love at [jenlov22@unm.edu](mailto:jenlov22@unm.edu) or by phone at 277-2254.