



**Oregon State  
University**

24 August 2020

Dear Academic Deans, Divisional/Unit Leaders, and Faculty:

As we continue to mitigate projected budget impacts due to the COVID-19 pandemic, we anticipate the freezes on hiring and off-cycle salary increases that were implemented on April 15<sup>th</sup> will likely remain in place at least until the end of the fiscal year. The purpose of continuing the freezes is to preserve maximum financial flexibility in the face of uncertainty regarding future tuition earnings, state funding and other revenue sources.

Exceptions may be granted for positions that are essential to ensuring the continuity of educational programs; meeting terms of research contracts and grants; fulfilling funded commitments, such as those of the OSU Extension Service; and continuing progress on implementing SP4.0.

Positions included in the hiring freeze are: academic/research faculty, academic wage appointments, classified, clinical fellows, professional faculty (including administrator positions), postdoctoral scholars, and temporary employees (OSU or external agency).

**Please note: personal services contracts or consultants are included in the hiring freeze and require an approved hiring exception.**

Decisions to appoint student hourly workers and graduate assistants remain at the discretion of unit leaders and do not require a request for an exceptions.

The appointment of personnel who are 100% funded on external grants may also continue with the customary HR approvals without a request for an exception.

Supervisors wishing to request a hiring exception should visit the [Hiring Freeze web page](#), review the information provided, and complete the [Exception Request web form](#). The request will route to the appropriate dean, vice president, or vice provost via DocuSign. If approved, the request will then be considered by the provost and the vice president for Finance and Administration for final approval.

To seek an exception to the salary freeze for reasons of retention or pay equity, the appropriate supervisor should visit the [Salary Freeze web page](#) or send a request via email to [classification.compensation@oregonstate.edu](mailto:classification.compensation@oregonstate.edu). The request will route to the

appropriate dean, vice president or vice provost. If approved, the request will then be considered by the provost and vice president for Finance and Administration for final approval.

Thank you for following these guidelines and your continued leadership.

Sincerely,

Edward Feser  
Provost and Executive Vice President

Mike Green  
Vice President for Finance and Administration

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