



2027

HIRING FREEZE AND POSITION COST CONTROL MEASURES GUIDELINES

July 22, 2026

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Section I

Permissible Exceptions to the Hiring Freeze and Position Cost Control Measures

Faculty and Other Academic Positions Permissible Exception Matrix		
Category	Suspended Actions	Exception Requests May Be Submitted Under the Following Circumstances (Refer to ERF Instructions)
Job offers and reappointments extended and accepted in writing on or before July 9, 2026	Not impacted	Does <u>not</u> require an exception request
Faculty Recruitments	- All current recruitments need CLU approval to continue, and require an exception request approval prior to extending a verbal or written job offer - All new recruitments after July 9, 2026 are suspended and must follow the exception approval process	- Positions that support mission critical activities - Positions that are 100% supported by extramural research funds - Positions with 100% guaranteed external funding - Start-up funds with a balance supported with external dollars that will not impact ongoing operating expenses in the future
TT Faculty Reappointments and Promotions	Not impacted - no change from current practice	Does <u>not</u> require an exception request
NTT Faculty Reappointments and Promotions	Not impacted - no change from current practice	Does <u>not</u> require an exception request
Post-Docs and TA/GAs	Not impacted - no change from current practice	Does <u>not</u> require an exception request
Lecturer Appointments	FY2027 Contracts not impacted	Does <u>not</u> require an exception request
Winter Summer Instructor Appointments	FY2027 Contracts not impacted	Does <u>not</u> require an exception request

Faculty and Other Academic Positions Permissible Exception Matrix		
Category	Suspended Actions	Exception Requests May Be Submitted Under the Following Circumstances (Refer to ERF Instructions)
Faculty Out-of-Cycle Increases	• Faculty Salary Equity Reviews not impacted • Out-of-cycle requests submitted on or before July 9 may continue • All new out-of-cycle requests after July 9, 2026 are suspended and must follow the exception approval process	• Positions that support mission critical activities • Positions that are 100% supported by extramural research funds or by start-up funds with a balance supported with external dollars that will not impact ongoing operating expenses in the future • Positions with 100% guaranteed external funding • Changes required by applicable law, university policy, collective negotiations agreements, or other binding institutional obligations
Compensation for Additional Services and Faculty Administrator (<i>Rutgers Heath only</i>)	• All new Compensation for Additional Services and Faculty Administrator appointments after July 9, 2026 are suspended and must follow the exception approval process	• Positions that support mission critical activities • Positions that are 100% supported by extramural research funds or by start-up funds with a balance supported with external dollars that will not impact ongoing operating expenses in the future • Positions with 100% guaranteed external funding • Changes required by applicable law, university policy, collective negotiations agreements, or other binding institutional obligations
Class 8 Instructional Primary	• New appointments • Reappointments	• Positions that support mission critical activities • Positions that are 100% supported by extramural research funds • Positions with 100% guaranteed external funding • Start-up funds with a balance supported with external dollars that will not impact ongoing operating expenses in the future
Class 8 Secondary Assignments	• New appointments • Reappointments	• Summer administrative stipends for academic year faculty • Salary supplements for faculty serving in administrative assignments

Faculty and Other Academic Positions Permissible Exception Matrix		
Category	Suspended Actions	Exception Requests May Be Submitted Under the Following Circumstances (Refer to ERF Instructions)
		such as department chair or program director • Faculty summer research appointments 100% supported by extramural research funds • Positions that are 100% supported by extramural research funds or by start-up funds with a balance supported with external dollars that will not impact ongoing operating expenses in the future • Required by applicable university policy, collective negotiations agreements, or other binding institutional obligations

Staff Positions Permissible Exception Matrix		
Category	Suspended Actions	Exception Requests May Be Submitted Under the Following Circumstances (Refer to ERF Instructions)
Job offers and reappointments extended and accepted in writing on or before July 9, 2026	• Not impacted	• Does <u>not</u> require an exception request
Staff Recruitments	• All current recruitments may continue, but require an exception request approval prior to extending a verbal or written job offer • All new recruitments after July 9, 2026 are suspended and must follow the exception approval process	• Positions that support mission critical activities • Positions that are 100% supported by extramural research funds • Positions with 100% guaranteed external funding • Start-up funds with a balance supported with external dollars that will not impact ongoing operating expenses in the future
Staff Positions - Classifications,	• Classifications, Reclassifications, and	• Promotions to mission critical positions

Staff Positions Permissible Exception Matrix		
Category	Suspended Actions	Exception Requests May Be Submitted Under the Following Circumstances (Refer to ERF Instructions)
Reclassifications, Promotions	Promotions submitted to University Human Resources on or before July 9, 2026 which are currently in progress may continue All new requests after July 9, 2026 are suspended and must follow the exception approval process	- Positions with 100% guaranteed external funding - Changes required by applicable law, university policy, collective negotiations agreements, or other binding institutional obligations
Staff In-Grade Increase, Acting Pay	- In-Grade Increase, Acting Pay submitted to University Human Resources on or before July 9, 2026 which are currently in progress may continue - All new requests after July 9, 2026 are suspended and must follow the exception approval process	- Positions that support mission critical activities - Positions that are 100% supported by extramural research funds or by start-up funds with a balance supported with external dollars that will not impact ongoing operating expenses in the future - Positions with 100% guaranteed external funding - Changes required by applicable law, university policy, collective negotiations agreements, or other binding institutional obligations
Temporary Employees (Class 3, 4, 8 Non-Instructional Primary)	All new appointments and reappointments after July 9, 2026 are suspended and must follow the exception approval process	- Positions that support mission critical activities - Positions that are 100% supported by extramural research funds - Positions with 100% guaranteed external funding - Start-up funds with a balance supported with external dollars that will not impact ongoing operating expenses in the future
Class 8 Secondary Assignments	All new appointments and reappointments after July 9, 2026 are suspended and must follow the exception approval process	- Positions that support mission critical activities - Positions that are 100% supported by extramural research funds or by a start-up package that has an existing funds balance and will be eliminated when funds expire

Staff Positions Permissible Exception Matrix		
Category	Suspended Actions	Exception Requests May Be Submitted Under the Following Circumstances (Refer to ERF Instructions)
		Positions with 100% guaranteed external funding

Student Workers, Temporary Staffing Firms, and Independent Contractors Permissible Exception Matrix		
Category	Suspended Actions	Exception Requests May Be Submitted Under the Following Circumstances (Refer to ERF Instructions)
Student Worker Appointments	Not impacted - no change from current practice	Does <u>not</u> require an exception request
Non-Employee Class 9 Appointments	Not impacted - no change from current practice	Does <u>not</u> require an exception request
Temporary Staffing Firm Hires	- All current contracts are not impacted - New requisitions for temporary staff assignments, or purchase order modifications to extend or increase an existing assignment submitted after July 9, 2026 - All requisitions for a PO modification to extend and/or increase the value of a temp staff PO submitted after July 9, 2026	- Contracts that support mission critical activities - Contracts that are 100% supported by extramural research funds or by start-up funds with a balance supported with external dollars that will not impact ongoing operating expenses in the future - Contracts with 100% guaranteed external funding
Independent Contractors	- All current contracts are not impacted - All new independent contractor requisitions submitted after July 9, 2026	- Contracts that support mission critical activities - Contracts that are 100% supported by extramural research funds or by start-up funds with a balance supported with external dollars that

Student Workers, Temporary Staffing Firms, and Independent Contractors Permissible Exception Matrix		
Category	Suspended Actions	Exception Requests May Be Submitted Under the Following Circumstances (Refer to ERF Instructions)
	All purchase order modifications to extend or increase an existing assignment submitted after July 9, 2026	will not impact ongoing operating expenses in the future Contracts with 100% guaranteed external funding

Section II

Permissible Exception Approvals

The approval authorities identified in the Required Approvals column below represent the minimum approvals required for each permissible exception. All listed approvals must be obtained on the Exception Request Form (ERF) before the request may proceed. Once all required exception approvals have been received, the proposed personnel action may continue through the university's standard review and approval process, where it remains subject to all applicable university policies, procedures, and additional approval requirements.

Exception Approval Authority Matrix		
University Affiliation	Authorized Initiators	All Required Approvals
Chancellor Led Units Faculty and Other Academic Positions	Dean or Designee	1. Provost or Executive Vice Chancellor of Academic Affairs 2. Senior Vice Chancellor for Finance & Administration 3. Chancellor
Chancellor Led Units Staff Positions (including Temporary Staffing Firms and Independent Contractors)	Designee for Academic Units Vice Chancellors/ Senior Vice Chancellors/ Executive Vice Chancellors or designee for Administrative Units	1. Dean or Center Director or Vice Chancellor 2. Senior Vice Chancellor for Finance & Administration* 3. Chancellor <i>* Positions that support the academic mission (e.g., academic advisors, student success support) will route to the Provosts / Executive Vice Chancellor for Academic Affairs for Level 2 approval before advancing to the Senior Vice Chancellor for Finance & Administration</i>
Central Administration All Positions	Central Admin Unit Designee	1. Senior Vice President for applicable area 2. Executive Vice President applicable area
Rutgers Cancer Institute All Positions	RCI Designee	1. Chief Financial & Administrative Officer 2. Director, Rutgers Cancer Institute 3. Executive Vice President and Chief Administrative Officer

Exception Approval Authority Matrix		
University Affiliation	Authorized Initiators	All Required Approvals
Div 1 Athletics All Positions	Athletics Designee	1. Executive Deputy Athletic Director, Chief Operating and Revenue Officer 2. Director, Intercollegiate Athletics

Section III

Process for Submitting Exception Requests

Requests that meet the criteria detailed in the Permissible Exception Matrix require submission, review, and approval of an Exception Request Form (ERF). The ERF must be approved by all levels as outlined in the Exception Authority Matrix before the requested action or transaction may proceed. Please ensure all required fields are completed and that any supporting documentation is attached at the time of submission.

Approval of this form authorizes review of the request in accordance with the Position Cost Control guidelines. Submission of this form does not guarantee approval and does not replace any additional reviews, evaluations, or approvals that may be required.

Submission of the form will automatically route the appropriate approvals required in accordance with the Exception Authority Matrix.

Completed forms must be uploaded with the Position Request in ROCS or the HCM personnel transaction in ServiceNow or PeopleSoft.

Click the Exception Request Form associated with your university affiliation to start your request:

- **Rutgers University-Camden**
 - [Rutgers University-Camden Faculty and Other Academic Positions Exception Request Form](#)
 - [Rutgers University-Camden Staff, Temporary Staffing Firms, and Independent Contractors Exception Request Form](#)
- **Rutgers University-Newark**
 - [Rutgers University-Newark Faculty and Other Academic Positions Exception Request Form](#)
 - [Rutgers University-Newark Staff, Temporary Staffing Firms, and Independent Contractors Exception Request Form](#)
- **Rutgers University-New Brunswick**
 - [Rutgers University-New Brunswick Faculty and Other Academic Positions Exception Request Form](#)
 - [Rutgers University-New Brunswick Staff, Temporary Staffing Firms, and Independent Contractors Exception Request Form](#)
- **Rutgers Health**
 - [Rutgers Health Faculty and Other Academic Positions Exception Request Form](#)
 - [Rutgers Health Staff, Temporary Staffing Firms, and Independent Contractors Exception Request Form](#)

- **Central Administration**
 - [Central Administration Faculty and Other Academic Positions Exception Request Form](#)
 - [Central Administration Staff, Temporary Staffing Firms, and Independent Contractors Exception Request Form](#)
- **Rutgers Cancer Institute**
 - [Rutgers Cancer Institute All Positions Exception Request Form](#)
- **Division 1 Athletics**
 - [Division 1 Athletics All Positions Exception Request Form](#)

