



2027

HIRING FREEZE AND POSITION COST CONTROL MEASURES GUIDELINES

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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 form
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 form
NTT Faculty Reappointments and Promotions	Not impacted - no change from current practice	Does <u>not</u> require an exception request form
Housestaff (interns, residents, and subspecialty fellows)	Not impacted - no change from current practice	Does <u>not</u> require an exception request form
Post-Docs and TA/GAs	Not impacted - no change from current practice	Does <u>not</u> require an exception request form
Lecturer Appointments	FY2027 Contracts not impacted	Does <u>not</u> require an exception request form

Faculty and Other Academic Positions Permissible Exception Matrix		
Category	Suspended Actions	Exception Requests May Be Submitted Under the Following Circumstances (Refer to ERF Instructions)
Winter Summer Instructor Appointments	FY2027 Contracts not impacted	Does <u>not</u> require an exception request form
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	- All New Appointments and Reappointments are subject to the Hiring Freeze and Position Cost Control Measures, however, ERFs are not required. - Departments are required to document permissible exception categories, justifications,	- While ERFs are no longer required to process Class 8 transactions, Central Administration and each CLU must ensure that only transactions that meet the Hiring Freeze and Position Cost Controls permissible exception criteria detailed below are approved and processed: - Positions that support mission critical activities

Faculty and Other Academic Positions Permissible Exception Matrix		
Category	Suspended Actions	Exception Requests May Be Submitted Under the Following Circumstances (Refer to ERF Instructions)
	and budget information that will be reviewed on a quarterly basis.	- 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 are subject to the Hiring Freeze and Position Cost Control Measures, however, ERFs are not required. - Departments are required to document permissible exception categories, justifications, and budget information that will be reviewed on a quarterly basis.	- While ERFs are no longer required to process Class 8 transactions, Central Administration and each CLU must ensure that only transactions that meet the Hiring Freeze and Position Cost Controls permissible exception criteria detailed below are approved and processed: - 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 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 form

Staff Positions Permissible Exception Matrix		
Category	Suspended Actions	Exception Requests May Be Submitted Under the Following Circumstances (Refer to ERF Instructions)
Staff Recruitments	- All current recruitments may continue but require an approved Exception Request Form (ERF) before proceeding to UHR Qualification Review - Recruitments that have progressed beyond UHR Qualification Review require an approved ERF before a verbal or written job offer may be extended - 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, Reclassifications, Promotions	- Classifications, Reclassifications, and 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 that support mission critical activities - Positions that are 100% supported by extramural research funds - 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	- 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

Staff Positions Permissible Exception Matrix		
Category	Suspended Actions	Exception Requests May Be Submitted Under the Following Circumstances (Refer to ERF Instructions)
	follow the exception approval process	negotiations agreements, or other binding institutional obligations
Class 3 and 4	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 Non-Instructional Primary	- All New Appointments and Reappointments are subject to the Hiring Freeze and Position Cost Control Measures, however, ERFs are not required. - Departments are required to document permissible exception categories, justifications, and budget information that will be reviewed on a quarterly basis.	- While ERFs are no longer required to process Class 8 transactions, Central Administration and each CLU must ensure that only transactions that meet the Hiring Freeze and Position Cost Controls permissible exception criteria detailed below are approved and processed: - 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 are subject to the Hiring Freeze and Position Cost Control Measures, however, ERFs are not required. - Departments are required to document permissible exception categories, justifications, and budget	- While ERFs are no longer required to process Class 8 transactions, Central Administration and each CLU must ensure that only transactions that meet the Hiring Freeze and Position Cost Controls permissible exception criteria detailed below are approved and processed: - Positions that support mission critical activities

Staff Positions Permissible Exception Matrix		
Category	Suspended Actions	Exception Requests May Be Submitted Under the Following Circumstances (Refer to ERF Instructions)
	information that will be reviewed on a quarterly basis.	○ 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

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 form
Non-Employee Class 9 Appointments	• Not impacted - no change from current practice	• Does <u>not</u> require an exception request form
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

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)
Independent Contractors	• All current contracts are not impacted • All new independent contractor requisitions submitted after July 9, 2026 • All purchase order modifications to extend or increase an existing assignment 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 • Contracts for single-day events 100% funded by student fees

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 required approvals must be documented on the Exception Request Form (ERF) before the request may proceed. Once all required exception approvals have been obtained, the proposed personnel action may continue through the University's standard review and approval process and remains subject to all applicable University policies, procedures, and any additional approval requirements.

The approval matrix documents, available on the [FY27 Hiring Freeze and Position Cost Control Measures website](#), provide a complete list of approvers for each department.

Exception Approval Authority Matrix		
University Affiliation	Authorized Initiators	Required Approvals
Chancellor Led Units Faculty and Other Academic Positions	Designee	1. Dean or Center Director or Vice Chancellor 2. Provost or Executive Vice Chancellor of Academic Affairs 3. Senior Vice Chancellor for Finance & Administration 4. Chancellor
Chancellor Led Units Staff Positions (including Temporary Staffing Firms and Independent Contractors ¹)	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 directly 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>

¹ The ERF process provides for automated expedited approvals for all transactions involving positions 100% funded through either extramural research funds or external funding, and for the appointment of independent contractors for single-day events 100% funded by student fees.

Exception Approval Authority Matrix		
University Affiliation	Authorized Initiators	Required Approvals
Central Administration All Positions	Central Admin Unit Designee	1. Senior Vice President <i>(if applicable for the area)</i> 2. Executive Vice President
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
Div 1 Athletics All Positions	Athletics Designee	1. Executive Deputy Athletic Director, Chief Operating and Revenue Officer 2. Director, Intercollegiate Athletics 3. Executive Vice President and Chief Administrative Officer

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 to the appropriate approvers for review in accordance with the Exception Authority Matrix.

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

To begin the Exception Request Form process, access training materials and sample exception request forms, or to view the approval matrix for your respective department, please visit the [FY27 Hiring Freeze and Position Cost Control Measures website](#).

