



Department of Human Resources

April 23, 2020

Dear Managers,

The COVID-19 pandemic has touched many aspects of our lives, financially impacting our nation, businesses and Universities – including SMU – due to reductions in revenue and increased expenditures.

As Dr. Turner has shared with the campus community, SMU is identifying ways to conserve resources and identify cost-saving opportunities. As managers, you have an important role to play in this process, which includes a University-wide **hiring delay**. Effective immediately, SMU will postpone filling of staff positions through at least December 2020.

The delay in hiring applies to vacant full and part-time benefit-eligible positions – even if they have been posted – and new full and part-time benefit-eligible FY 21 positions funded from unrestricted resources. We will further reduce expenses through attrition by not filling positions funded from unrestricted sources that become vacant during this period. The hiring delay applies to SMU and Kelly Services temporary employees, outside consultants and Independent Contractors (ICD). These hiring options are not to be used in place of filling vacant staff positions.

Currently posted positions will be removed from the SMU Careers website and will be placed on “hold” status. Job offers extended or accepted as of April 16 will be honored. If a department has identified a recommended candidate and the background check is in progress, the department may continue with the hiring process, however ***we strongly encourage delaying the start date when possible.***

HR business partners will work with their respective business units to address all current job openings and HR staff will communicate with candidates currently in the various stages of the hiring process.

Thank you for your understanding and support as we implement this important cost-saving initiative. As always, please reach out to your HR business partner with any questions or concerns.

Sincerely,



Sheri Starkey  
Associate Vice President and  
Chief Human Resource Officer

**World Changers Shaped Here**