

To AgCenter Academic and Administrative Department Heads:

As you are aware, the COVID-19 outbreak has the potential to cause significant budget issues for the State of Louisiana, the LSU System, and the AgCenter. We are taking steps to prepare for and limit the possible impact on the AgCenter by implementing a recruiting freeze. The only exceptions that will be granted during this freeze will be for positions that the Vice President considers mission critical for extension, research, or teaching, or essential for the health and safety of the AgCenter employees.

Effective immediately, the recruiting processes for all position vacancies that are paid in part or fully using state funds (FD100) and that have not already been offered are frozen as described below.

1. **Current vacancies:** Faculty and staff positions that are currently advertised but not offered are frozen. Department heads have until 5 PM on Wednesday, March 25 to submit a request in writing to the appropriate Program Leader outlining their justification for any position that they would like to continue to recruit.
2. **New vacancies:** Requests to begin the recruiting process for newly vacant faculty and/or staff positions must be submitted in writing via email by the Department Head to the appropriate Program Leader for consideration by the Vice President.
3. **Non-State Funded Vacancies:** Department Heads may continue to follow the normal process to recruit and fill positions that are paid 100% from non-state sources. However, department heads should strongly consider whether to move forward with these positions in light of the likely negative impacts that this emergency may have on these funding sources.

Department Heads should submit a list with the following information for your department or office to Ashley Gautreaux via email by 5 PM on March 25:

- All positions that have outstanding offers or accepted offers with the pending start date
- All positions currently being recruited for that you plan to submit an exception request to your Program Leader to continue the recruiting process
- All positions currently being recruited for that you do NOT plan to request an exception for at this time and would remain vacant
- All positions currently being recruited that are not paid by state general funds

Please contact Ashley Gautreaux in HRM at agautreaux@agcenter.lsu.edu with any questions about this process. Contact the appropriate Program Leader for questions or feedback on the approval of exception requests.

We know that every position in the AgCenter is critical to you and that this freeze will be difficult for all of us. We appreciate your cooperation with this procedure.

William B Richardson