



May 8, 2009

Chancellors and Deans

Dear Colleagues:

President Emmert recently adopted Executive Order 29, which partially suspends for the 2009–11 biennium the Faculty Salary Policy. Executive Order 29 can be found in the *University Handbook* at Section 24-57, Footnote 3. In addition to suspending the 2% merit salary adjustment it, outlines steps to follow with regard to recruitment and retention. I am writing to outline processes that we will put in place for implementation of the Executive Order.

Recruitment

The Executive Order states that “*Faculty positions will only be filled to the extent necessary to fulfill the University’s mission and vision.*” Therefore, it will be necessary for the Provost’s Office to monitor and approve your hiring plans for 2009-11. As an implementation step, I am requesting that updated hiring plans for professorial faculty and librarians to be hired using permanent GOF or DOF funds be submitted by July 1, 2009. You have each submitted a plan that applies through June 30, 2009. Please build upon or revise that plan as appropriate. The new budget situation may warrant your writing a very different plan for July 1, 2009 forward. Any 2008–09 approved hires whose appointments have not been centrally processed by June 30 but remain a hiring priority should be included in the updated plan. As in your previous hiring plan, each proposed hire on the updated plan should identify the rank, department/program, status of the recruitment (e.g., new recruitment not yet initiated, 2008–09 approved recruitment in progress) and necessity of the position. Position necessity should continue to include a description of the following:

- The centrality of the proposed hire to unit instructional and/or research goals.
- The fit of the proposed hire with the campus mission (e.g., Vision and Values Statement).
- The specific instructional and/or research gains to be achieved through the proposed hire.
- Why now or why the proposed hire can’t wait.
- Funding source(s) for the proposed hire.

As you prepare your updated plans, please keep in mind the general expectation that recruitments be at the junior (i.e., assistant professor) level, regardless of funding source. Requests for an exception to hire at the senior level must be fully justified. In addition, planned changes of status for existing faculty moving from WOT or Research to tenure or tenure-track appointments must be included in your hiring plan.

With the submission of your updated plan, I also request that you submit a summary of the actions taken with regard to the hiring freeze exemptions approved this year (e.g., approved hires that were completed, approved hires that were frozen, and approved hires that are in progress and resubmitted with the new plan). In addition, a complete summary of the vacant positions that were frozen this year and the number that will be eliminated in response to your budget cuts will support our understanding and reporting of the effects of the budget cuts on the University. Please submit your updated hiring plan and summary reports to acadpers@u.washington.edu. Upon receipt, they will be

submitted to the Hiring Review Committee for review and advice. You will be notified of my final decision regarding your updated hiring plan.

Retention

Executive Order 29 states that *“If a dean or chancellor, following procedures consistent with Section 24-71 B.3 of the Faculty Code, determines that offering a retention salary increase is required, the dean or chancellor will be allowed to allocate to this purpose some of the funds remaining to it after undertaking budget cuts negotiated with the Provost.”* Further, it states that *“No pool of funds will be set aside centrally by the Provost or President for the purpose of retention in academic units.”*

Therefore, please understand that we will be unable to provide central support for any retention salary adjustments in 2009–11. With all requests for approval of retention salary adjustments, there must be documented assurance of your compliance with the process outlined in Section 24-71 B.3. While we will continue to permit the use of the locally funded preapproval process, it is important that you understand that we will be under increased scrutiny during these financially difficult times and that you strictly adhere to the guidelines for these preapproved retentions. Information on the locally funded preapproval process is located at:

http://www.washington.edu/admin/acadpers/forms/preapproved_retention.pdf.

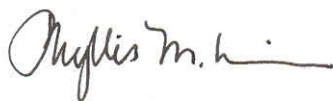
All other retention salary adjustments must be submitted to Vice Provost Cheryl Cameron for review and approval by the Office of the Provost. The requests should outline the proposed retention salary adjustment (minimum retention adjustment level is 5%), the rationale and critical nature of the retention, including the faculty member’s contributions to teaching, research/scholarship, and service, and the source of funding to be used to support the retention salary adjustment.

Please note that recently enacted HB 2328, which amends ESSB 5460, provides that *“institutions of higher education may grant a wage or salary increase to critical academic personnel as needed for retention purposes.”* Therefore, as of April 30, 2009, you may respond to your critical academic personnel retentions as outlined above. The Academic Personnel FAQ’s on ESSB 5460 have been updated to reflect the enactment of HB 2328 and can be found at:

http://www.washington.edu/admin/acadpers/ESSB5460_FAQ_05012009.doc.

Thank you for your support and responsiveness this year! I know that this communication, which outlines an essential process for implementing the President’s executive order, imposes an additional burden on your administrative resources, and I appreciate that.

Sincerely,



Phyllis M. Wise
Provost and Executive Vice President

c: Vice Provost Cheryl A. Cameron
Vice Provost Paul Jenny