



## UNIVERSITY OF WASHINGTON

OFFICE OF THE PROVOST

December 5, 2008

Deans and Chancellors

Dear Colleagues:

On December 2, 2008 you were notified by Provost Wise that all active faculty, librarian, and other academic personnel searches for appointees that would be funded from General Operating Fund (GOF) or Designated Operating Fund (DOF) resources are to cease. A very limited number of exceptions will be granted by the Office of the Provost. Exemptions for GOF and DOF funded positions will require evidence that the proposed hire is critical to achieving the University's core mission, values, and priorities today and into the future. Your requests for exemptions should be submitted to me and include a detailed rationale for a waiver, identify the hiring freeze exemption number assigned previously, if applicable, specify the proposed appointment/rank, and identify the position funding source(s).

As with the August 2008 freeze, deans and chancellors retain the delegated authority to hire part-time lecturers on a quarter-to-quarter basis regardless of funding source. Further, please note that this freeze generally does not apply to positions to be funded from grants, contracts, self-sustaining accounts, or clinical revenue. You will retain delegated authority to approve faculty, librarian, and other academic personnel searches and hires funded from these sources. It is critical that you keep in mind that such appointments can have an impact on already stressed administrative and service units and, therefore, your approval process should take into consideration the benefit/cost balance. Your local units should have your approval prior to initiating a search or, where searches are underway, prior to making an offer. Requests to you should articulate the rationale for the position and the programmatic and institutional enhancements to be gained.

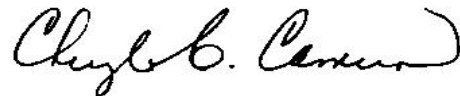
Please understand that all previously approved Hiring Freeze Exemption (HFE) numbers are now inactive. If an offer was made and accepted under a previously authorized hiring freeze exemption, documentation of the offer and acceptance must be submitted to me for review and reactivation of a hiring freeze exemption. All other recruitments should be considered frozen unless an exemption request is approved.

As was discussed at a Board of Deans and Chancellors meeting, we will generally not be approving appointment change requests that involve shifting faculty to tenure track and tenured appointments (i.e., WOT to Tenure). Any exceptions will require the submission of a written request and if approved assignment of a HFE number.

To support all of us in documenting central and local search and hire approvals, Academic Human Resources will be posting a new template checklist/coversheet that will need to accompany all requests to post an advertisement or process an appointment. Academic Human Resources will be communicating with your administrators and providing a web link.

I apologize for the formality of the outlined procedures; however, it is essential that all individuals involved in the search and hire processes be able to verify that a hire is authorized. Please understand that we hope this can be a temporary measure until we have greater clarity regarding our 2010-12 biennial budget. We appreciate your continued support and effort during these difficult times.

Sincerely,



Cheryl A. Cameron  
Vice Provost for Academic Personnel

- c: Mark A. Emmert, President  
Phyllis M. Wise, Provost and Executive Vice President  
Mindy Kornberg, Vice President for Human Resources  
Douglas J. Wadden, Executive Vice Provost for Academic Affairs and Planning  
Paul E. Jenny, Vice Provost for Planning and Budgeting  
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