

From Phyllis Wise: Memo to Deans & Chancellors re: Hiring Freeze

Deans and Chancellors

Dear Colleagues:

This is a follow-up to our meeting of August 8 regarding the Governor's directive on hiring, to let you know the information we need about projected hiring in your school, college, or campus. As we discussed on Friday, we have been in a continuing conversation with the Governor's Office and the Office of Financial Management (OFM) in an effort to interpret the intent of their August 4 memorandum.

Based on these conversations, the following will be included in the current hiring freeze for the University: regular and temporary faculty, librarian, staff, and student positions supported by General Operating Fund (GOF) budgets. Hiring on self-sustaining, grant and contract, or Medical Center budgets remains unaffected by these restrictions. Positions supported by Designated Operating Fund (DOF) budgets are not included at this time. However, as our budget circumstances evolve, in the future we may need to consider other funding sources, such as DOF, to conserve resources.

You may continue to recruit and employ faculty and librarians where you have made an offer, conducted interviews, or have documented interviews scheduled. For all other faculty and librarian hires, provost approval is required before the scheduling of interviews. You may continue to post position announcements provided you include the following language in your posting: "contingent on budgetary approval."

Because of the uncertainty of the length of the hiring freeze, you may hire temporary part-time lecturers on a quarter-by-quarter basis and academic student employees and student helpers/assistants without prior provost approval. To meet the spirit and intent of the Governor's memorandum of August 4, please carefully consider rescheduling classes with low student enrollment where resource efficiencies can be gained.

Attached is a spreadsheet for the documentation of your faculty, librarian, and student employee hiring plans as they existed before the Governor's August 4 memo and your requests for faculty and librarian hiring exemptions. This spreadsheet requests the specific job title/rank for each planned hire. The status of each planned hire should also be selected from the spreadsheet drop-down menu (e.g., announcement posted before August 4, 2008, etc.). Also select from the drop-down menu for exemption requests. Please submit this information by Wednesday, August 20. Further exemption requests may be submitted as they become necessary.

You have the authority to make professional and classified staff hiring exemptions for your school, college, or campus. Staff position requests currently being processed by Human Resources will be held pending your consideration of their necessity. You will receive a letter from Human Resources regarding steps to be followed in the exemption

process, and hiring managers will be notified if they have any current requisitions that are affected by the hiring restrictions.

You will also receive from Human Resources a report of your organization's current UW HIREs requisitions for permanent and temporary professional and classified staff affected by the hiring restrictions, with a request that you return recruitment status information to them by August 20.

You may contact Gary Quarfoth if you and your fiscal administrator would like to discuss your organization's budget profile.

Please consider carefully whether the vacancies you wish to fill are critical to the University's mission prior to posting, authorizing an exemption, or requesting an exemption from me. Feel free to submit any unanswered questions for my consideration and I will continue to communicate with you as additional information becomes available. Additional communication is forthcoming regarding out-of-state travel, personal services contracts, and equipment purchases. Working together, we will get through these difficult financial times and continue to excel.

Sincerely,
Phyllis

Phyllis M. Wise
Provost and Executive Vice President

c: Mark Emmert
Cheryl Cameron
Paul Jenny
Mindy Kornberg
Carol Niccolls
Gary Quarfoth