April 6, 2010

Vice Chancellor Gibor Basri
Vice Chancellor Scott Biddky
Vice Chancellor Edward Denton
Vice Chancellor Graham Fleming
Vice Chancellor Harry LeGrande
Vice Chancellor Frank Yeary
Vice Provost Cathy Koshland
Vice Provost Sheldon Zedeck
Dean Henry Brady
Dean Janet Broughton
Dean Christopher Edley, Jr.
Dean Keith Gilless
Dean Neil Henry
Dean Carla Hesse
Dean Dennis Levi
Dean Richard Lyons

Dean Richard Mathies
Dean Lorraine Midanik
Acting Dean Albert Plisano
Dean David Pearson
Dean Mark Richards
Dean AnnaLee Saxenian
Dean Mark Schlissel
Dean Stephen Shortell
Dean Tyler Stovall
Dean Andrew Szeri
Dean Jennifer Wolch
University Librarian Thomas Leonard
Chair Christopher Kutz
Chief Information Officer Shelton Waggner
Director Larry Rinder
Director Matiás Tarnopolsky

Subject: Delegation of Authority for Approval of Exceptions to the Staff Hiring Freeze

Dear Colleagues,

A campuswide staff hiring freeze was implemented effective March 2009 which required all exceptions to be approved by me. However, based on your suggestions for streamlining the process of seeking approvals, I am delegating the authority to approve exceptions to the freeze to the above-named individuals. My intention is to reduce the workload and shorten the turnaround time for those situations where there is a compelling need to fill a position. I will continue to monitor campus hiring activity on a regular basis to ensure that we are collectively in alignment with the university's need to manage our expenses.

Therefore, effective immediately and until further notice, there is no need to forward your requests for an exception to the hiring freeze to me. I expect that you will continue to be diligent in ensuring that your approvals are based on justifications to fill a position that meet the existing criteria expressed in the attached policy (revised).

To assist me in monitoring, I will be asking each of you to submit to me a periodic status report that will be succinct and informative. I have asked Jeanene Greer, my control unit administrator, to work with Human Resources and the other control unit administrators to design a simple process for this purpose. I am interested in the number of requests you approve and deny, the funding sources and types of the approved positions, and the total number of hires each control unit makes during the reporting period.

Thank you for your suggestions to reduce our shared workload.

Cordially,

George W. Breslauer
Executive Vice Chancellor and Provošt

Attachment

cc: Chancellor Robert J. Birgeneau
Current Hiring Freeze Instructions  
(revised as of April 8, 2010)

Positions affected:  
All career and contract staff positions with or without end dates, excluding:  
1. positions fully funded by contracts and grants,  
2. short term limited appointments intended as backfill for career employees on leave or otherwise  
   limited to less than 6 months, and  
3. per diem appointments.

Renewal of a 6 month limited appointment must go through the regular approval process.

Process:  
1. Requisitions to fill a position must be reviewed and approved prior to posting by the appropriate  
   individual. (Please see the list below of those who have delegated authority to approve hiring freeze  
   exception requests.)

2. Those with delegated authority will be expected to ensure that their decisions are based on compelling  
   justifications submitted on the Request Form for Exception to Hire.

3. Decisions of those with delegated authority may be:  
   a. Proceed with hire  
   b. Delay hiring until the date indicated  
   c. Do not hire.

4. Approval to fill a position is based on meeting at least one of the following criteria:  
   a. Impact on the teaching or research mission of the university.  
      1. Eliminating the position or a delay in filling the position would jeopardize the teaching  
         or research mission of the university.
   b. The criticality of the position for the functionality of the unit.  
      1. There are no other options available through reassignment or reconfiguration.  
      2. The position is legally mandated and a decision not to fill the position would result in  
         penalties to the campus.  
      3. Failure to fill the position would result in a loss of funding from sources other than  
         contracts and grants.  
      4. There would be financial or reputational damage if the search were suspended.

5. The justification submitted should include an explanation of efforts to:  
   a. restructure or cluster staffing with complementary units, and/or  
   b. change business processes to reduce the number of positions needed.

6. Requisitions for recruitments should be sent to Human Resources using the current automated  
   process, once an exception has been approved by the appropriate individual. It is the responsibility of  
   the hiring department to acquire the necessary approvals before submitting the requisition to HR for  
   posting.

7. Those with delegated authority are responsible for informing their managers of the process for  
   seeking exceptions to the hiring freeze.

Monitoring:  
The Executive Vice Chancellor & Provost will monitor compliance with the hiring freeze on a periodic basis.  
Further details about this process will be issued shortly.

Positions with Delegated Authority  
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Vice Chancellor Edward Denton  
Vice Chancellor Graham Fleming  
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