May 5, 2010

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

Dear Research Directors and Unit Managers,

A campuswide staff hiring freeze was implemented effective March 2009 which required all exceptions to be approved by Executive Vice Chancellor and Provost, George Breslauer. Effective April 6, 2010 for units reporting to the Vice Chancellor for Research, EVCP Breslauer delegated this authority to me with the intent to reduce workload and shorten turnaround time for those situations where there is a compelling need to fill a position. My office will continue to monitor campus hiring activity on a regular basis to ensure that we are collectively in alignment with the university’s necessity to manage expenses.

Positions affected:
All career and contract staff 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.

For all exceptions to the hiring freeze that are not contract and grant funded, the process remains the same, please submit the following:

- A completed Request for Exception to the Hiring Freeze form
- Complete and classified job description
- Current organizational chart clearly displaying the proposed position
- Organizational chart of June 30, 2009

Effective immediately the approval will now reside with me.

Attached you will find an updated form for your use.

Sincerely,

Graham Fleming
Vice Chancellor for Research
Melvin Calvin Distinguished Professor of Chemistry