

TO: The University Community

FROM: Philip E. Austin

DATE: May 9, 2011

SUBJECT: Hiring Plans

As you know, the financial challenges facing the State and the University are extremely serious. For the next several months and possibly beyond, the fiscal situation creates the need to use even tighter controls over expenditures than exist at present.

I am therefore directing that a stringent position review process be implemented immediately. Specifically, I am re-establishing a "Position Review Committee" (PRC), similar to one implemented in 2008, to evaluate proposed personnel actions and make a determination as to whether they may proceed.

The PRC will be comprised of Provost and Vice President for Academic Affairs Peter Nicholls, Vice President and Chief Operating Officer Barry Feldman, Vice President and Chief Financial Officer Richard Gray, and Vice President for Human Resources and Payroll Services Donna Munroe. It will review all requests to refill existing positions or fill new positions, including both full- and part-time positions. It will also review requests to rehire retirees. I should note that the members of the PRC are fully aware of the time sensitivity of personnel actions and are committed to responding to requests expeditiously.

In light of our current fiscal situation, I would ask that you forward to the PRC only those personnel actions deemed to be essential. Offers of employment approved on or before the date of this memorandum will be honored. Beyond that, however, most positions will need to remain vacant while the University resolves its projected operating deficits.

*Further instructions and guidelines on submitting hiring requests to the PRC will be forthcoming.*

We all recognize that our State is undergoing economic and budgetary difficulties from which the University is not immune. I am confident, however, that with the cooperation of the University community we can

work our way through this situation in a manner that allows us to fulfill our missions of teaching, research, and service at the highest possible level of quality.

I appreciate your cooperation in working with the procedures that are now being implemented.