



OHIO  
UNIVERSITY

## MEMORANDUM

TO: Executive Staff  
Deans  
Chairs and Directors  
Budget Planning Council  
Faculty Senate Executive Committee  
Administrative Staff Executive Committee  
Classified Staff Executive Committee  
Student Senate Executive Committee  
Graduate Student Senate Executive Committee  
Budget Unit and Human Resources Managers

FROM: Kathy A. Krendl, Executive Vice President and Provost  
William R. Decatur, Senior Vice President

RE: Hiring Freeze Implementation

DATE: September 26, 2008

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On September 23, 2008, President McDavis announced the implementation of a hiring freeze to enable the University to prepare for potential impacts of the evolving state and federal economy. The President has instructed all offices to work in cooperation to implement a hiring freeze that will be in effect until further notice.

The purpose of this memorandum is to inform planning units of the scope of the hiring freeze and the review process for positions identified as critical to the performance of the University's mission.

### **Goals of the Hiring Freeze**

The hiring freeze has been implemented as a strategy to conserve funds and provide flexibility to manage the potential of budget reductions. Such flexibility and preparation are essential to limit the impact on the core academic mission. While this strategy focuses on personnel-related expenses, planning units must give careful consideration to all expenditure categories and begin to build a one-time reserve to use in the event of a mid-year state budget cut.

### **The Scope of the Hiring Freeze**

The hiring freeze applies to **permanent or continuing (full-time and part-time) positions in all units of the University**, including Athens and Regional Campuses, the College of Medicine and Auxiliaries. During the hiring freeze, planning units are to discontinue actions to create and post permanent or continuing positions unless they are identified as exempt or have been reviewed and approved by a review committee.

#### *Positions Exempt from the Hiring Freeze and Position Review*

Please find below a listing of positions that will be exempt from the hiring freeze and are not subject to the position review process. While these positions are exempt from the hiring freeze and the position review process, planning units are expected to give careful thought before deciding to create or post such positions. Meeting this expectation and limiting hiring are keys to the success of this contingency planning strategy.

- Positions posted through the People Admin system as of Friday, September 19, 2008\*
- Faculty positions previously approved by the Executive Vice President & Provost\*
- Student employees and graduate assistants
- Positions fully supported by an external grant
- Temporary positions (Group III)

\*The list of positions posted as of September 19, 2008 and the faculty positions that have been reviewed and approved by the Provost will be shared with the relevant planning unit.

### **Review Process for Essential Positions**

We recognize that during the freeze it will be necessary to continue to post and fill positions critical to the performance of the University's mission. As such, planning units will have an opportunity to provide justification for and request approval of essential positions from a Position Review Committee composed of the Executive Vice President & Provost and the Senior Vice President for Finance & Administration. This committee will be supported by members of the Provost's Office, University Human Resources (UHR) and the office of Budget Planning and Analysis. Planning units are strongly encouraged to limit hiring and the submission of requests to essential positions to ensure the effectiveness of this contingency plan.

#### *Review Criteria*

The Position Review Committee will consider the following criteria in its review of position requests:

- The requested position performs duties essential to the planning unit that cannot be met with current human resources.
- The requested position serves an essential University function, including positions related to:
  - Health and safety
  - Core academic function and demand
  - Student recruitment and retention
  - Vision OHIO initiative
- Availability of current planning unit funding

#### *Timing of Request Submissions and Review*

Using the attached form, planning units will have an opportunity to submit requests by the first of each month beginning in October. (The October submission will not be due until October 15, 2008.) The Position Review Committee will plan to communicate its determination by the end of each month.

### **Expectations of Planning Units**

Planning Unit Heads are expected to devote increased attention to the decisions made regarding creation and posting of positions. In summary, planning units are expected to:

- Discontinue efforts to create and post positions not essential to the performance of the planning unit or University's mission.
- Receive approval from the Position Review Committee prior to creating, posting or filling vacant positions. (UHR will not issue position numbers nor should positions be entered into the People Admin system without approval of the review committee.)
- Prioritize requests for both new positions and hiring for vacant positions prior to submission to the Position Review Committee for consideration.
- Limit requests to positions essential to the performance of the planning unit or University's mission.
- Budgets for personnel-related expenses (1-2s) are not to be transferred to support other operating expenses (3-9s).

As President McDavis noted in the announcement of the hiring freeze, this is an important time for us to continue to work together. We appreciate your support for the goals of the hiring freeze: the preservation of resources to enable the University to respond to potential revenue shortfalls while protecting its core mission.

Should you have any questions regarding this process, please contact John Day, Associate Vice Provost for Academic Budgeting ([dayj@ohio.edu](mailto:dayj@ohio.edu)) or Rebecca Vazquez-Skillings, Assistant Vice President for Budget Planning & Analysis ([skillinr@ohio.edu](mailto:skillinr@ohio.edu)).