

November 10, 2008

MEMORANDUM

To: Deans, Vice Chancellors, Associate Vice Chancellors, and Directors

From: Rita Cheng, Provost and Vice Chancellor
Division of Academic Affairs

Christy Brown, Vice Chancellor
Division of Finance and Administrative Affairs

Re: Required Actions on Recruitment/Hiring

As we discussed at the Chancellor's Cabinet and ADC last week, President Reilly has issued guidance to the UW institutions regarding hiring effective November 1, 2008. Acknowledging that we are in the midst of the Growth Agenda, and that the specific impact on the State's financial situation of the current global economic downturn will have more clarity with the revenues estimates of November 20th, we have been asked to proceed with caution for all hiring decisions. Specifically, we are asked to carefully examine all positions and proceed with hiring only those deemed most essential to our mission.

While the UW-System is exempt from having all hires approved by the Department of Administration, each campus is being asked to submit on a monthly basis a report which includes all GPR/ Tuition funded hiring decisions during the previous month. In order to comply with this reporting requirement, we have developed the following procedures.

Instructions for Processing Hiring Requests

All recruitment, hiring, and appointment transactions will require a written justification (see attached form). Deans and Directors will initiate requests and forward them to the appropriate Vice Chancellor. Vice Chancellors' recommendations are to be forwarded to the Department of Human Resources for compiling information for campus-level review, data tracking, and reporting purposes. A group of Vice Chancellors led by Provost Rita Cheng and Vice Chancellor Christy Brown will review the requests at the campus level. Campus approval must be obtained prior to proceeding with the recruitment and hiring process. The following describes processing details for specific situations.

Unclassified Recruitments

- New Unclassified Recruitments
 - For **new** unclassified recruitments, Deans and Directors must initiate and attach the necessary written justification to the position posting in the AIMS system.
 - Vice Chancellors will review the justification in AIMS. If approved, Vice Chancellor will forward the justification to Human Resources in AIMS.
 - Human Resources will copy the justification in a PantherFile folder for campus-level review.
 - If approved at the campus level, Human Resources will post the position. If not approved, the posting will be held in AIMS.

- Unclassified Recruitments in Progress
 - For **current** unclassified recruitments for which an offer has not yet been made, written justification must be prepared by Dean/Director and sent to the appropriate Vice Chancellor.
 - Vice Chancellor will review the justification. If approved, the Vice Chancellor will forward the justification to the Department of Human Resources, as soon as possible, for uploading the justification in the PantherFile folder to facilitate campus-level review. This must be completed prior to the next decision stage in the recruitment process.
 - If approved at the campus level, Human Resources will upload the approved justification form in AIMS. The recruitment process can proceed to the next stage. If not approved at the campus level, the position will be put on hold in AIMS.

- For unclassified recruitments where extension of an offer has already been approved, the hiring justification form need not be completed. The unit may proceed with finalizing the offer to hire.

Classified Recruitments

- Classified Recruitments in Progress
 - For **current** classified recruitments for which an offer has not yet been made, Deans and Directors must initiate the necessary written justification.
 - The Vice Chancellors will forward the justifications to the Department of Human Resources, as soon as possible, for uploading the justification in the PantherFile folder to facilitate campus-level review before the next stage in the recruitment/hiring process commences.
 - If approved at the campus level, the approved justification will be forwarded to Human Resources which will process the next stage of the hiring process.

- New Classified Recruitments
 - Written justification will be required for all **new** recruitments and must be processed as those for current classified recruitments.

Short-term, Ad Hoc, LTE Appointments

For unclassified short-term ad hoc appointments and classified LTE appointments, Deans and Directors must initiate the necessary written justification. The Vice Chancellors will forward the justification to Human Resources to facilitate campus review. If approved at the campus level, an offer of appointment can be made.

Questions relating to the process should be directed to Karl Sparks (ksparks@uwm.edu, 4463).

Thank you in advance for the additional review and attention to this matter. We will engage the campus community in conversations about our overall budget once we have more clarity on Wisconsin's financial situation.

c: Chancellor Carlos E. Santiago
Karl Sparks, Director, Human Resources
Unit Business Representatives
Personnel Representatives

JUSTIFICATION FOR NEW HIRES/TEMPORARY APPOINTMENTS

This form must be completed for all new hires and temporary appointments. New recruitments cannot be started prior to obtaining approval on this form. For recruitments that have already been initiated, approval must be obtained as soon as possible and prior to advancing to the next stage in the recruitment/hiring process.

Division/School/College/Department: _____

UDDS Code: _____ Position Number (if applicable): _____

Position Title: _____ Estimated Salary: _____

Appointment Type: Faculty Academic Staff Limited Title Classified Permanent Classified Project

Unclassified Ad Hoc/Short Term/Grad Assistant/Lump Sum/Interns, Specify Beg/End Dates: _____

Classified LTE; Specify Beg/End Dates: _____

Funding source (circle appropriate fund for the position):

101 104 105 128 132 133 136 144 150 Other (specify) _____ Activity/Program: 0 1 2 4 5 6 7 8 9

Please discuss the nature of the position and how it is essential to our mission and serves to any or all of the below:

A. Directly contribute to our research goal of \$100 million dollars of extramural funding.

B. Critical for achieving undergraduate and graduate enrollment & retention goals.

C. Essential for ongoing health and campus safety, and/or required by federal or state law.

Dean/Director Date

Approved Not approved

Vice Chancellor Review Date

Approved Not approved

Campus Review Date