



Office of the President

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October 28, 2008

To: Chancellors
From: Kevin P. Reilly 
Subject: UW System Position Vacancy Approval Process

Since our discussion at last Friday's Administrative Staff meeting, we have reviewed the information on the hiring directive sent to state agencies by Secretary Morgan. While the University of Wisconsin System is exempt from the requirement to have all vacancies authorized by the DOA Secretary, it is still incumbent upon us to be vigilant during this economic downturn. Acknowledging that we are in the midst of the Growth Agenda, we will need to proceed with necessary caution until the true economic condition of the State becomes more apparent.

Beginning November 1, 2008, any new hires funded by GPR/Tuition must be approved by the Chancellor, or his/her designee. Hires must be deemed those most essential to the University's mission at this time. Accordingly, we expect that vacancies will be carefully examined, while recognizing that faculty, instructors, researchers, student services, and academic support positions may be needed to varying degrees in order to carry out our teaching, research, and public service missions. Note that hires solely on gifts, grants, contracts, and other program revenue funds will be excluded from this process, as they do not utilize state tax dollars and they contribute greatly to the local economy. Obviously, institutions at their discretion may review any positions they choose, regardless of funding source, to determine whether to fill them.

On a monthly basis, I ask that you submit a summary report to Vice President Durcan which includes the title, program/activity, salary, and funding source of all GPR/Tuition positions hired during the previous month. Reports will be due by the 15th of the following month, beginning December 15, 2008. However, a status report on the hiring decisions between November 1 and November 14 will be due November 15, 2008. Positions that are fully funded by tuition or other non-GPR sources and payrolled as such need not be included in the report. We will follow the same process here in System Administration.

Once the State's new revenue estimates have been disclosed on November 20th, we will review this policy to determine if additional measures need to be undertaken. If you have any questions, please contact Associate Vice President Freda Harris at fharris@uwsa.edu or 608-262-6423. This process will be discussed in detail with the Chief Business Officers during their meeting on November 4-5, 2008. Thank you for your understanding and cooperation.

Cc: Board of Regents
President's Cabinet
Provosts
Chief Business Officers