



November 20, 2008

TO: Deans and Directors

FROM: Carolyn "Biddy" Martin, Chancellor

RE: Follow-up on Restrictions on GPR/Tuition-Funded Vacancies/Hires

As we discussed at the Deans' Council meeting, the State of Wisconsin's budget shortfall has forced the Department of Administration (DOA) to mandate that cabinet agencies suspend hiring activity for all positions. For those positions deemed essential, agencies must get DOA's approval before a hire can be made. The University of Wisconsin System is exempt from this DOA review, but various strategies will need to be implemented to prepare for the budget reductions.

Attached is a memo from President Reilly instructing campuses to implement a hiring review process for GPR/Tuition funded positions. The memo asks each chancellor to review all vacancies on GPR/Tuition\* funding and approve only those deemed essential at this time. The process and requirements UW-Madison will be implementing will be similar to those outlined earlier this year by Chancellor Wiley in his February 28, 2008, memo. There is one critical difference, however. At that time, faculty, instructional, student service and academic support positions were automatically considered to be essential and, therefore, exempt from review. **In accordance with President Reilly's memo, you must now review all GPR/Tuition-funded positions to determine whether they are essential.**

I am delegating to the deans and division directors the authority to determine which positions are essential.

I have put in place a slightly different process for the directors of the administrative units reporting to the Chancellor, Provost, or Vice Chancellor for Administration. These directors need to review all of their current vacancies, regardless of funding source, and meet with their supervisor to determine how the potential budget reductions will be addressed in their unit. This will be an ongoing process as future vacancies occur.

**Please be sure your departments understand that they are not authorized to make any offers for GPR/tuition-funded positions until you have reviewed the position and authorized the hire. All prior written offers should be honored.**

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\*Funds 101, 104, 105, 108, 114-119, 126, 131, 176-178, and 402

Below you will find details on the process to follow.

### **Criteria for Determining Whether a Position is Essential**

It is up to each dean and division director to determine whether a vacant position is essential and must be filled now. There are no hard and fast criteria for making this determination. Each dean/director must consider the mission of his/her unit in making these hiring decisions. Keep in mind our goal is to avoid layoffs as we anticipate future budget reductions.

### **UW-Madison Position Review Implementation Process**

#### **Position Review Does Not Apply to:**

- Positions on non-GPR/tuition funding (gifts, grants, contracts, and other program revenue funds).
- Student hourly, student assistant, LTE and employee-in-training positions, regardless of funding source.

#### **Position Review Does Apply to:**

- All other positions on GPR/tuition funding.

#### **Hiring Decision Procedures for Deans/Directors**

This responsibility is delegated to the deans and division directors. The Office of Human Resources is sending your division's HR representative detailed instructions and reports of your vacancies.

#### **1. Review, by November 28, 2008, ALL GPR/Tuition-Funded Positions Already in PVL and CHRIS:**

Deans/Directors must make a determination now about which current vacancies are essential and which are non-essential. Your HR representatives will be sent a list of current vacancies already in PVL and CHRIS that you will need to review to determine which are essential. Please note that positions in CHRIS already require a determination as to whether they are essential. Nevertheless, you will need to re-review them. Vacancies determined to be non-essential should be placed on hold or canceled.

**2. Review of Future Positions:**

Beginning today, your HR Representatives should not approve any GPR/tuition-funded vacancies at the division level in PVL or CHRIS unless you have determined the position to be essential.

**3. Reporting Requirements:**

We are required to report to President Reilly on a monthly basis **all acceptances of employment made for GPR/Tuition-funded vacancies.**

I understand that this will be difficult, especially for large, decentralized divisions, but we must comply.

For the initial status report for the period November 1 -14, we provided UW System with the vacancies entered in CHRIS and PVL as “Division Approved” during that period as a proxy. The first full report, for the period November 1 through November 30, is due on December 15. Attached is the template UW System has provided us for this reporting requirement. The Office of Human Resources will work with your HR representative on completing this report.

If you have any questions about implementing this vacancy review process, please contact Mark Walters, Director of Classified Human Resources (262-3666 or [mwalters@ohr.wisc.edu](mailto:mwalters@ohr.wisc.edu)), regarding classified vacancies, or Steve Lund, Director of the Academic Personnel Office (263-5772 or [slund@ohr.wisc.edu](mailto:slund@ohr.wisc.edu)), regarding unclassified vacancies.

Thank you for your efforts in these difficult financial times.

Attachments

cc: Pat Farrell  
Darrell Bazzell  
Carla Raatz  
Tim Norris  
Mark Walters  
Steve Lund

Attachments: President Reilly’s October 28, 2008 memo  
UW System Administration Monthly Report Template