

# Guidelines for all Areas Reporting to the Provost

## I. Exceptions to the Hiring Freeze – Automatic

1. Fully funded from external grants, contracts or federal funds (if not fully funded, then goes to Category III).
2. Fully funded from university held endowment or gift accounts (if not fully funded, then goes to Category III).
3. Work study students-if funded from federal funds.

**NOTE WELL:** Positions filled under this exception **cannot** be shifted in whole or in part to G.O. funds in the future without prior approval of the Chancellor. *Also, for any position not listed in Section I, the presumption is that no position can be filled until after the considerations in sections II and/or III below have been addressed. However, even addressing the considerations does not assure the position will be filled due to the rapidly shifting nature of the economy and changing predictions of state revenues for the current year and next year.*

## II. Considerations for requesting an exception – Expeditious Review. This means quick review and action can be taken by the appropriate direct report of the Chancellor who has been delegated such authority by the Chancellor (except those shown with an asterisk (\*), which require consultation with the Chancellor).

**Threshold questions for all positions: Where does this position fit on the priority list for positions in your unit/department/college? More specifically, would you choose to fill this position now if you had been told there would be a substantial reduction in your budget next year?**

- \*1.Does the failure to fill the position create an immediate public safety and/or compliance issue? Explain.
- \*2.As of November 17th, if the interview process with all the candidates had been completed and preliminary offers discussed with a particular candidate.
- \*3.Targeted extraordinary or world class hires that will bring unusual strength to the campus. Must be fully documented and explained.
- \*4.Hiring packages to chairs/other unit heads, etc. made prior to 11/17/08 that made commitments for specific faculty or staff positions, will be given heavy weight.
- \*5.State matched Missouri Endowed Professor or Chair will be given heavy weight.

- \*6. Positions where there has been a negative tenure decision; or negative pre-tenure review that results in the person leaving MU. Proper documentation must be supplied.
- \*7. Failed searches in positions that are authorized will be given special consideration.
- 8. Graduate Assistants & Veterinary Residents – Hires will be approved in blocks by academic unit; requests up to currently authorized FTE/headcount will be expedited; all other requests for increases will be subject to Category III.
- 9. Other Part-time or Temporary Student employees (e.g. those needed for special events, etc.). Hires will be approved in blocks by academic unit; requests up to currently authorized FTE/headcount will be expedited; all other requests for increases will be subject to Category III.
- 10. Part-time or temporary faculty needed to fill **immediate** teaching needs. (spring 2009).
- 11. Part-time or temporary staff needed to support immediate teaching needs. (spring 2009).
- 12. For staff and other non-faculty: Is this position clearly required to recruit, admit or retain graduate or undergraduate students? Explain.
- 13. Positions fully funded from **Non-G.O.** revenue streams. (If not fully funded then goes to Category III).

**\*III. Considerations for requesting an Exception to Hiring Freeze. For any position that does not fit under Section II above, the following factors must be addressed (all such positions require consultation with the Chancellor).**

**Threshold questions for all positions: Where does this position fit on the priority list for positions in your unit/department/college? More specifically, would you choose to fill this position now if you had been told there would be a substantial reduction in your budget next year?**

- 1. What will you cut if this position is filled? If the position is essential to maintain a program or function, how does this function fit into the core mission of the department/college/unit, and into the campus core missions?
- 2. Could the position be eliminated and the functions be combined with another position? If this position is not approved how will you reorganize/adjust to accomplish the needed function?

3. Is the position clearly required to cover classes necessitated by enrollment increase? Explain.
4. Is the position clearly required to meet accreditation requirements of the degree program? More specifically, will the degree program face immediate accreditation problems, or will it only be an issue at the next accreditation visit? If so, when is the next visit? Is it possible to operate the program without accreditation? Can we afford to sustain the program over the next several years with no increase in funds? Explain.
5. Is this position clearly required in order to maintain or strengthen a strong strategic program of the campus? Is it central to undergraduate education? Explain.
6. Will this position generate new revenue that will offset the expense of the position, or will prevent current revenues from decreasing or going negative? Explain.
7. If this is a currently existing position, how does it support MU's strategic plan? Explain.
8. Is this a new position in a new program activity? If yes, the position must also be approved by the UM System President.