

**October 2008 Hiring Freeze
Frequently Asked Questions
Updated September 16, 2009**

Q To which positions does the modified hiring freeze apply?

A The hiring freeze applies to all full and part-time classified and administrative staff (temporary or permanent) positions. It also applies to non-student letters of appointment and any other non-faculty position funded with University-provided funds (including auxiliary and general fee funded units). Requests for exception to this must be reviewed by divisional vice president and approved by president prior to proceeding with the hiring process.

Q Does this hiring freeze apply to positions funded by external grants or other funding sources?

A Positions that are entirely funded (salary and benefits) by extramural funding sources, including grants, contracts, or any other external funding source, are excluded from this hiring freeze. You will need to reflect the grant funding in the paper work you process for refilling a vacancy.

Q Is it possible to request an exception to this temporary hiring freeze? What if a vacant position is critical to the operation of an office or department?

A Yes. We understand there are positions that must be filled in order to maintain critical University operations. Exception requests should be completed, sent to your divisional vice president for review and then forwarded to the President for consideration.

Q How do I make a request to fill a mission critical position?

A Hiring officers may seek an exception to the temporary hiring freeze by documenting to their vice president that the position meets one of the following criterion:

- Leaving the position vacant could result in a mission-critical function not being performed.
- The vacant position is one that has a significant positive impact on revenue generation.

Following review by the vice president, the request should be forwarded to the president for consideration.

Q How long will the freeze be in effect?

A The freeze begins immediately (October 22, 2008) and will remain in effect until further notice, but at least until January 2009. We will review the status of the hiring freeze in relation to two issues: (1) the progress we are making in addressing the current year's financial challenges that we are facing due to low enrollment and other factors; and (2) the possibility of a mid-year state budget reduction. The Office of Budget Management normally will review state revenues in January and the Governor will likely determine at that time whether or not an additional budget reduction will be required during the current fiscal year, and if higher education will be included in any additional budget reductions that are made to state agencies.

Q Can temporary workers be hired?

A No. No new non-student letters of appointment, intermittent employees or other forms of temporary employment will be processed unless prior exception approval has been granted by the President. Employees currently on the payroll on a non-student letter of appointment or as an intermittent employee may be continued.

Q Can offices hire student employees?

A Yes, offices that are dependent on student employees in order to function effectively may continue to hire students assuming that they have available operating budget funds. We do not, however, want to permanently replace staff positions with student positions and hiring a student position should not be utilized in an effort to circumvent the intended hiring freeze.

Q What about positions in auxiliary areas such as residence halls, university dining services, Bowen-Thompson student union, or athletics? And what about positions in those areas that help generate revenue for the University?

A The temporary hiring freeze applies to all areas of the University including auxiliaries and general fee funded units. The same criteria for granting exceptions apply for all units.

Q What about deans or other administrative faculty lines? We have an associate dean search underway and we are just about to make an offer.

A The temporary hiring freeze does not apply to instructional, faculty positions. However, any academic/administrative positions, such as deans, would be considered subject to this temporary freeze. We recognize that there are searches underway in various colleges and that the timing of this freeze creates challenges. Any academic/administrative request for exception should be conveyed to the Provost's office immediately for review and then consideration by the President for exception.

Q What about non-tenure track faculty lines?

A The hiring process of instructional, non-tenure track and tenure-track faculty already has an established approval process through the respective Dean's and Provost's office. Therefore faculty positions are not subject to this hiring freeze.

Q If the budget situation worsens, will the University consider eliminating positions?

A The continuation of a hiring freeze is one step the University is taking to address the university's current financial challenges and in anticipation of possible budget reductions that the state may impose over the course of the current fiscal year. We are hopeful that eliminating positions can be avoided or minimized by taking prudent action now.

Q What can we do as individuals in the University community to make a difference?

A As we have been doing, we all need to continue to look for ways to minimize expenditures now and in the months ahead. It is particularly important for units to limit discretionary spending in order to conserve funds for their most mission-critical activities. We have begun the process of investigating new purchasing consortiums and group buying opportunities through the Inter-University Council, the State of Ohio, and others that can assist us in stretching our limited funds. In each of our respective efforts, we must continue to ensure a quality, educational experience for our students.