

**MEMORANDUM**

**DATE:** October 1, 2002

**TO:** Deans and Vice President Don Riley

**FROM:** William Destler  
Senior Vice President for Academic Affairs and Provost

**SUBJECT:** Hiring Freeze

I am writing to inform you that the Department of Budget and Management has imposed a more restrictive hiring freeze for all state agencies. The USM is required to institute these additional restrictions, and Chancellor Kirwan has provided guidance for implementation. President C.D. Mote, Jr. outlined the hiring restrictions in his memorandum of September 30, 2002.

Tenured and tenure-track faculty and part-time instructional faculty are excluded from the hiring freeze. However, librarian positions, and non-tenured faculty positions with titles such as Faculty Research Assistant, Faculty Extension Assistant and Research Associate are not exempt unless funded 100% from external funds. Graduate Assistants are considered student workers and are excluded from the hiring freeze.

Your units need to consult with you to determine whether searches in progress are to be suspended or submitted for exception. I have enclosed a form for this purpose. Written offers of employment made up to the close of business on October 1, 2002 will be honored. Please submit a list of candidates who have been offered employment prior to the deadline. Only appointments for these individuals will be approved. Lists must be sent to Ms. Jan Andrews by the close of business, Friday, October 4.

Before positions can be advertised by the Personnel Services Department, a Permission to Advertise form must be approved in your office and submitted with each position announcement or requisition. A copy of the form is included.

As President Mote indicates in his memorandum, the campus is expected to reduce its state-supported positions by 5%. In addition to losing the positions, it is possible that we may lose the dollars associated with the positions. Therefore, even in those areas where you have hiring discretion, you should fill only those positions crucial to your operation.

If you have any questions, please contact William McLean or Ms. Andrews.

cc: Dale Anderson  
Jan Andrews  
William McLean