

From: Jan Andrews [mailto:sandrews@deans.umd.edu]
Sent: Wednesday, March 12, 2003 6:48 PM
To: Fiscal Officers
Subject: Clarifications - Hiring Freeze Exception Process

Hello Everyone,
Secretary James DiPaula of the Maryland Department of Budget & Management (DBM) has established a new process for hiring freeze exceptions. Effective March 1, all hiring for regular STATE supported positions including faculty requires the approval of the DBM. However, self-support positions will continue to need the approval of the President but not the approval of the DBM.

I am writing to clarify information about changes in the hiring freeze exception process:

a.. you do not need to submit hiring freeze exceptions for positions supported entirely by contract and grant funds;

b.. you do not need to obtain a second approval for positions previously approved as a hiring freeze exception by the President on or before February 28, 2002;

c.. graduate assistant positions and hourly appointments with Exempt, Non-Exempt or faculty titles do not require hiring freeze exceptions; and,

d.. it is not clear whether we will be required to obtain exceptions for full-time and part-time lecturers or adjuncts who are only teaching courses. At this time, we are operating under the assumption that part-time instructional faculty will not require special permission. However, last week I asked you for information on how many new lecturers your units might hire. I would still like that information in case we are required to receive approval from the State.

At that point, we would try and submit a universal form for instructional faculty.

Some of you have sent me the information I asked for last week on tenured and tenure-track hires. Recently I told you that I needed additional information. Below is a copy of the email with the faculty information required including position numbers. If you are uncertain about which position number to use, please call me.

Also attached is a copy of the form I sent you last week. You must submit this form to receive an exception for filling Regular or Contingent Category II Exempt and Non-Exempt positions, and Non-tenured, non-instructional ARS or Contract positions supported by State funds.

If you have not submitted your faculty information, please do so as soon as possible. We have not submitted a group of faculty requests yet. We will be submitting requests to the President once a week. Please let me know if you have any questions.

Thanks,
Jan

EMAIL SENT ABOUT THE HIRING FREEZE PROCESS FOR TENURED/TENURE-TRACK FACULTY

We are hoping to use one universal form for all tenured/tenure track hires. We are waiting for word as to whether or not we will have to submit requests for

full-time and part-time instructional hires. We will submit individual forms for non-tenured, non-instructional faculty and for Exempt/ Non-Exempt staff on state funds. It is also not clear whether or not we will have to submit requests for hourly or contractual hires on state funds.

For the faculty position you identified earlier and any future faculty submissions, I need the following info:

Rank, Department

Date Vacant

Position Number

FRS Account(s)

Budgetary Program: (01 instruc., 02 research, 03 public service, 04 academic support, 05 student services, etc., etc.)

Estimated Salary

Thanks for your patience and assistance as we follow a new submission process.

Jan