

**Tulane University
Faculty and Staff Hiring Freeze
Effective May 18, 2009**

This policy supersedes the Headcount Stabilization Policy (HCS) and is effective May 18, 2009. This policy supports the university's prudent financial management strategy in response to the downturn in the global economy.

Effective immediately, all hiring actions are subject to a hard freeze. The Hiring Freeze will remain in effect until such time as the President and his Cabinet deem it appropriate to end it.

All Administrative, Faculty and Staff positions are subject to the Hiring Freeze. It includes all full and part time positions, permanent and temporary.

HIRING FREEZE FAQ's

Q: Are any positions excepted from the Hiring Freeze?

- A: 1. Positions fully funded by 5- ledger funds, and any positions that are fully funded by 6- and 9- ledger funds where it is clearly demonstrated that the 6- and 9- ledger income is a viable, current FY10 source and not accumulated balances are excepted. Any positions that are only partially funded by 5-, 6- and 9- ledger funds are **not** excepted.
2. Students – Student worker positions are excepted from the Hiring Freeze.
3. Graduate Assistantships – All existing assistantships are excepted from the Hiring Freeze. New appointments need the approval of the Provost.

PLEASE NOTE: REGARDLESS OF FUNDING SOURCE, DEPARTMENTS MUST FOLLOW NORMAL APPROVAL PROCESSES, INCLUDING WFMO AND OIE HIRING PROCESSES AND PROCEDURES.

Q: What about Staff and Faculty positions excepted under the Headcount Stabilization (HCS) that are currently advertised and in search?

A: Those staff and faculty positions which received an exception through the Headcount Stabilization Policy and are currently in process may be filled. Please note that the approval for such positions should be attached to the both the PRF and PAF submitted through the Ultimus system. Any position for which a PRF and/or PAF is generated that does not include the accompanying exception approval will be denied.

If a department head has received prior approval under the Headcount Stabilization Policy to fill a position and during the hiring freeze, the department experiences a

resignation or termination for a position that the department feels is more important than the previously approved and open position under the Headcount Stabilization Policy, the department does have the flexibility to switch positions. This should be done, however, in consultation with the appropriate senior officer, and both the Budget Office and the COS/VP must be advised of the switch.

Q: What about positions that are partially funded by 5 and 6 ledger accounts?

A: Any positions that are partially supported by 2-, 3-, 4-, 5-, 6- and 9- ledger funds are subject to the hiring freeze and these new guidelines.

Q: What about filling a position if someone resigns?

A: Departments are encouraged to work together to meet the needs created by the vacancy, through work reallocation or prioritization of effort. The dollars for the position will be removed from the department's budget.

Departments are free to use existing non-salary dollars to hire a temporary worker to meet the needs created by the vacancy. Those departments that have received approval for a position under the Headcount Stabilization Policy (HCS) and have not yet filled the HCS position have the flexibility to exchange a newly opened position for a previously approved HCS position. To do so, they must advise their Senior Officer, gain approval and forward that approval to both the Budget Office and the Chief of Staff and Vice President.

Departments may also wish to reclassify current positions and/or promote current employees. All such actions are subject to the policies outlined in the Compensation Resource Guide and any salary adjustments proposed in relation to reclassifications or promotions must come from the department's existing salary budget AFTER the dollars for the newly vacated position have been removed from the budget. Under no circumstances will the department be able to reallocate dollars from the vacated position to current employees.

In general, departments will not be granted an exception to fill vacant positions.

Q: What if the resignation occurs in a position I deem absolutely critical to university operations and revenues and the position cannot be funded from existing dollars?

A: In those cases, the departments should be advised that exceptions for such openings will be reviewed on a quarterly basis only. The deadlines for review for such exceptions are: July 1, 2009; October 1, 2009; January 1, 2010 and April 1, 2010. It is the department's responsibility to insure that they have submitted the requests to their senior officer at least two weeks in advance of the deadlines.

Exception requests should be submitted first to the respective senior officers, and if approved by the senior officer, must be reviewed and approved by the President.

Exception requests must include:

1. A justification memo detailing the critical need for the position, detailing how the position will fill a critical operational or revenue-generating need, how and why the duties of the position cannot be filled by existing personnel, including a detailed organizational chart for the unit or department.
2. A detailed explanation of the proposed funding sources for the position and the proposed recruitment plan. Such exception requests should also include the salary designated for the position. Departments will be held to the salary designated.
3. Departments are advised that the criteria for the evaluation of hiring appeals will be based on the university's objectives, strategic areas of opportunity, and/ or the necessity for such a position to keep a critical area functional. They are further advised that review of such positions will be limited to the quarterly schedule detailed above.

In all cases, NO employment action of any kind may occur before the exception request is reviewed and approved by the President.

Q: What if a staff member is terminated for cause?

A: If a staff member is terminated for cause, the department may fill the open position with the proper approvals. Departments may also have the option of using the funds for the position for a different position so long as a) applying the funds to a different position is either budget-neutral or budget positive, b) the substitution has been reviewed with and approved by the appropriate senior officer and c) all actions taken relative to the position follow established WFMO and OIE procedures and policies. Please note that if the funds will be used for a position other than the terminated incumbent's, the Budget Office and the COS/VP must be advised.

As a reminder, all terminations for cause must follow the university's disciplinary process and no terminations may occur without WFMO approval before action is taken.

Q: What if a faculty member is terminated for failure to be promoted?

A: In general, the line will remain available for subsequent new recruitment. However, the recruitment and the retention of the line must be approved by the Provost for all schools with the exception of The School of Medicine, and for The School of Medicine by the Provost and the President.

Q: What if, as a result of research proposals made in response to the passage of the American Recovery and Reinvestment Act (the ARRA or "national stimulus bill") my department is awarded a grant and I must hire as a result of this grant?

A: Successful ARRA submissions may be given approval to hire for the duration of the

award's funding period, depending upon review of the funding plan by the appropriate senior officer.