

Thursday, May 8, 2008

UNH Hiring Freeze

Effective Immediately

Within the past week, each of you should have received a letter from Vice President Dick Cannon and Assistant Vice President David Proulx that provides an outline of the financial challenges that UNH is facing in FY09 and beyond. As that letter conveyed, President Huddleston is working on a letter that will provide a comprehensive outline of strategies that we will pursue to address these challenges. This letter will be sent to you shortly. After further review of our financial situation, we are convinced that time is a critical factor in our ability to face these challenges. For this reason, UNH is announcing a hiring freeze effective immediately.

The hiring freeze applies to all non-grant funded, benefits-eligible, faculty and staff positions. This includes all currently advertised positions. In **rare** cases, an exception to the hiring freeze may be granted. Exception requests will be reviewed by VP Cannon and Provost/EVP Mallory and a recommendation will be made to President Huddleston. Exception requests must provide the following information:

- Requesting department
- Strategic importance of the position why is it critical and what are the issues if the position is not filled?
- If the position is not filled, what alternative arrangements can be made to fulfill the necessary functions?
- Salary and fringe benefit cost
- Funding source
- Approval of the Dean/RC unit head and Responsible Vice President

Exception requests for staff should be submitted to David Proulx at david.proulx@unh.edu and exception requests for faculty should be submitted to Leigh Anne Melanson at leigh-anne.melanson@unh.edu. A decision will be made within four weeks of receipt of the request.

Thank you for your assistance,
Dick Cannon, Vice President for Finance and Administration

Bruce Mallory, Provost and Executive Vice President