To: Vice Presidents, Deans and Business Managers

From: Sharon L. Gaber, PhD, President

Date: October 30, 2015

Subject: 8-month hold period for open positions

As you probably already know, the University of Toledo continues to face budget challenges. These challenges were exacerbated when we did not meet our enrollment projections for the FY2016 budget. As we develop strategies to address these shortfalls and ensure the continued strength of our core missions, we are doing so with a focus on minimizing possible negative impacts on members of our UT family.

As a result, and effective January 1, 2016, UT’s current 60-day hold on vacant positions has been extended to be an 8-month hold. As has been the case previously, positions involved in direct patient care, admissions and enrollment activity, student services or campus safety and security will be exempt from this process.

I recognize the burden this will place on some departments and I know that people in many areas are already performing increased duties as a result of prior cutbacks. However, when compared to laying off employees, hopefully all will agree that the hiring delay is a far preferable cost-savings measure to the long-term impact a layoff can have on an employee and his or her family members.

We have estimated an $11.5 million shortfall due to the lack of enrollment growth that must be made up in the current fiscal year. We anticipate the 8-month hold will save $5 million or more. In the medium and long term, it is our plan to grow our way out of these financial challenges by recruiting and retaining more students. Please be aware that we should begin to hold on refilling positions now, wherever possible. Additionally, we cannot use extra compensation to make up for the lack of personnel — or we will not realize a savings.

To be clear, if a position has been submitted via the Personnel Action Form (PAF), the Position Requisition process, or the position is currently vacant or becomes vacant prior to December 31, 2015, the 60-day requirement applies. All other positions will require an 8-month hold from the date the position becomes vacant. Only in the most extreme circumstances will the 8-month requirement be waived. Requests for a waiver must be submitted in writing prior to submission of the PAF or Personnel Requisition by the respective Dean or Vice President to one of the following appointing authorities for approval:

- Sharon Gaber, President
- John Barrett, Interim Provost and Executive Vice President for Academic Affairs
- Dave Morlock, CEO, UT Health and Interim CFO, Executive Vice President for Finance and Administration
- Jovita Thomas-Williams, Vice President and Chief Human Resources Officer

Since the day I started at UT, I have made the commitment that during my presidency, this University will be open and transparent as we confront our challenges. I appreciate your cooperation in implementing this new strategy and your understanding as the UT community pulls together to continue serving our students and patients. Thank you for all you do that is contributing to our bright future.