TO: Steve Malott, Vice Chancellor for Administrative Services
    Joan Nesbitt, Vice Chancellor for University Advancement
    Debra Robinson, Ph.D., Vice Chancellor for Student Affairs
    Warren K. Wray, Ph.D., Provost & Executive Vice Chancellor for Academic Affairs

FROM: Cheryl B. Schrader, Ph.D.
      Chancellor

DATE: June 18, 2012

RE: Delegation of Authority - Change in Processing Hiring Freeze Exception

Under the provisions of Executive Order No. 6 (Revised 1-22-10), Delegation of Authority for Employment, Promotion and Termination, specific responsibility and authority was delegated to me for teaching and research staff and for administrative, service, and support staff.

I hereby re-delegate to you responsibility and authority with regard to complying with the hiring freeze exception guidelines as set forth by UM President Gary Forsee in November 2008. Each of you will have final authority for reviewing and approving or not approving any hiring freeze exception (HFE) within your respective division. It will be your responsibility to notify the hiring department of your decision.

As part of this new process, I would like to receive from you a quarterly report listing the positions that were approved for hiring, those denied, and any positions you have frozen. You may forward your report to chancellor@mst.edu.

This re-delegation of authority will become effective immediately.

CBS:chg
Attachment

cc: Shenethia Manuel
    Carol Heddinghaus
Missouri S&T Hiring Freeze Guidelines

The following guidelines should be used with respect to the hiring freeze announced by President Forsee on November 17, 2008. Please note: All offers for employment extended on or before November 17, 2008 are not included in this freeze. All student employees (including GTAs, GRAs and federally funded Work Study students) are not subject to the hiring freeze.

What positions are subject to the hiring freeze directive?

All Missouri S&T positions are subject to the freeze except those that are 100% funded through external grants and/or contracts. Positions included in the hiring freeze are:

1. Tenured/Tenure track faculty
2. Full-time non-tenure track faculty
3. Part-time/Adjunct faculty*
4. Administrators
5. Full-time staff
6. Part-time staff
7. Internal transfers
8. Temporary hires

*This does not include:
Non-tenure track faculty and part-time/adjunct faculty on a semester or academic year contract who are normally expected to continue in their position in the next semester or academic year.

Are reclassifications or classifications subject to the hiring freeze?

Reclassifications are not subject to the hiring freeze. Classifications are subject to the hiring freeze, unless 100% funded through external grants and/or contracts.

May exceptions to the freeze be requested?

Yes, if the position is critical to the University’s health, safety, or licensing responsibilities or if the position is critical to the operation of the University’s mission.

What is the process to request an exception?

Complete the Missouri S&T Hiring Freeze Exception Form that is attached for each position exception requested.

Any request for exception must address ALL of the following criteria:

1. Identify the position for which the exception is being requested.
2. Identify the salary/wage and benefit amounts associated with this position and the source(s) of position funding.
3. Indicate if the position has endowed funds associated with it. If so, explain.
4. Indicate if the position is required for sustaining human safety, health, licensure compliance or animal life.
5. What is the importance of the position to your unit and to the University?
6. If there are other vacancies in the unit, please list them and then indicate the priority of this position with respect to the other vacant position(s).
7. Explain if the unit can continue to function adequately with the current situation (e.g., position remains unfilled, an interim continues in the position, a temporary continues in the position, etc. If a temporary continues in the position, identify when the temporary period expires and explain the impact if the position is not filled after expiration.)
8. Does filling this position cost less than not filling it and accomplishing its purpose in some other way? (For example, is it less expensive to hire a full-time NTT faculty member or to hire several adjuncts to teach the same number of already scheduled courses?)
9. What are the consequences of not filling this position?

Additional Criteria for Review of Part-Time Positions
1. Part-Time/Adjunct Faculty
   a. Could other full-time faculty teach this/these course(s) with a change in teaching load but at no additional cost to the campus?
   b. Could the course be offered in any other lesser-cost manner?
   c. Is this course already scheduled?
   d. Is this course a required course?
   e. Have a sufficient number of students registered for the course this position is to teach? Could students be reassigned and the section eliminated?
   f. What are the consequences of not filling this position?
2. Staff Personnel
   a. Is this position or this function essential to the mission of the campus?
   b. Could this function be done in another way or by others already employed on campus and if so, at what cost?
   c. Could this function be combined with other, similar functions on campus and if so how?
   d. What are the consequences of not filling this position?

Academic Process to Request an Exception:
1. Request submitted to Provost by Department Chair or Academic Affairs Unit Director.
2. Provost reviews and forwards approved exceptions to Vice Provost Academic Affairs, Department Chair or appropriate Unit Director, Budget Office, and Human Resource Services.
3. Department includes exception approval request with normal processing paperwork.

Non-Academic Process to Request an Exception:
1. Request submitted to appropriate Vice Chancellor by Unit Director. (Administrative Services, Student Affairs and University Advancement)
2. Vice Chancellor reviews and forwards approved exceptions to Unit Director, Budget Office, and Human Resource Services.
3. Department includes exception approval request with normal processing paperwork.