

February 10, 2015

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Last week, Governor Scott Walker publicly outlined his proposal for the 2015-17 biennial state budget. That proposal includes an unprecedented budget reduction for the UW System that would take effect as of July 1, 2015, in addition to continuation of the current tuition freeze for another two years. While there is much process ahead before the budget is finalized, we need to begin preparing UWM for a potentially large budget reduction as quickly as possible.

As a first step, the following measures are being put into effect immediately and apply to all employee categories unless noted otherwise below:

1. *A hold on the hiring of all non-essential positions, except those extramurally funded through grants or contracts.* The applicable Vice Chancellor will review all positions in his or her unit prior to any new recruitment to determine whether the position is essential at this time. In addition, the Vice Chancellor should review recruitments currently underway and, wherever possible, freeze recruitments for non-essential positions. This hold will not apply to student hourly workers or to temporary positions intended to end on or before June 30, 2015.
2. *A hold on non-essential, out-of-state travel except out-of-state travel funded by gift or grant funds and not including out-of-state travel directly related to research or academic activities.* Any other requested exceptions must be reviewed by the applicable Vice Chancellor *before travel is booked* and approved only if essential to the university's mission. Travel already booked as of today is exempted; however, all travelers are encouraged to reconsider that travel if expenses are refundable. Please contact the Travel Office (x4528) with any questions about refunds or other travel policies.
3. *A hold on non-essential and discretionary salary adjustments.* If the circumstances warrant, Vice Chancellors may consider any of the following to be essential: (1) salary adjustments resulting from promotions approved through all required campus processes, (2) clear assumption of significant additional duties, (3) the need to prevent a key employee from leaving for an actual outside offer of employment, or (4) formal recruitment of a current employee to a new position at UWM. This hold on salary adjustments shall apply to all employment categories.

Vice Chancellors responsible for reviewing exceptions to these rules will provide implementation guidelines for their own units (e.g. for academic units including all schools and colleges, see Provost Johannes Britz's memorandum dated January 30, 2015). For questions about these measures and how they will be implemented, please contact the Vice Chancellor for your unit.

A Biennial Budget Planning Taskforce comprised of various campus representatives is being convened and will be asked to evaluate the impact and effectiveness of these measures and many others in the coming months.

I thank all of you for working together through this challenging time.

A handwritten signature in black ink, appearing to read "Mark A. Mone". The signature is fluid and cursive, with the first name "Mark" being more prominent.

Mark A. Mone
Chancellor