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January 10, 2025

TO: Anupma Prakash, Provost and Executive Vice Chancellor

Julie Queen, Vice Chancellor for Administrative Services

Charlene Stern, Vice Chancellor for Rural, Community & Native Education Owen Guthrie, Vice Chancellor for Student Affairs & Enrollment Management

Laura Conner, Interim Vice Chancellor for Research

Tom Hough, Executive Director, University Advancement

Nickole Conley, Chief of Staff

FROM: Daniel M. White, Chancellor

RE: 60-Day Hiring Delay

The most recent UAF financial management report (dated October 2024) submitted by the Office of Finance & Accounting (OFA) indicates that unrestricted fund balance (UFB) projections for UAF are approximately \$3M lower than expected based on recent years' data. To meet the annual UFB budget management targets set by the UA system, I am recommending a mid-year adjustment to manage costs across UAF.

Based on our regular financial monitoring, UAF's budget is largely driven by salary and benefits expenditures on unrestricted funds (Fund 1). Although UAF did receive partial support from the State in FY25, it was not enough to fully cover the anticipated cost increases plus fixed cost increases we expect.

I am asking that all units implement a 60-day hiring delay, effective January 13, 2025, on all unrestricted funded positions. This will apply to any position that becomes vacant or is vacant and has not been posted for recruitment and is funded fully or partially on unrestricted funds (Fund 1). Hiring delays will not apply to 100% restricted or externally funded positions (e.g. sponsored research activities, grants, contracts, private, corporate, other).

I delegate you to approve necessary exemptions from this 60-day hiring delay, at your discretion, for the following:



- Positions with partial unrestricted or Fund 1 support that must be filled to support a sponsored or externally funded effort/project (e.g. if a hiring delay may put the institution at financial or other risk),
- Auxiliary, Match Fund, or Recharge Center positions (e.g. funded by rates/external revenues), and
- Other unrestricted funded positions deemed mission-critical (including backfills, lateral transfers, or direct appointments).

This 60-day waiting period for unrestricted positions (prior to posting a vacancy for recruitment) is intended to generate approximately \$3M in savings this fiscal year. I will reexamine this hiring delay as conditions change. This budgetary control mechanism is intended for short-term use, and it will not replace other longer-term efficiency measures the university is and will continue to put into place.

VC Queen, AVC Wall, and OFA Director Theis will continue to gather information to update FY25 management report projections, including new revenue opportunities and adjustments to expenditures.

Thank you for your dedication to UAF.

CC: Memry Dahl, UA Chief Human Resources Officer Kim Washburn, UAF Sr. Human Resources Business Partner

