

Center and Institute Directors,

I hope you are having a smooth and productive start of the semester. I am writing to share some information for this year's Authorization to Recruit (ATR) process.

As a change from last year, this year we will not be having formal center/institute ATR presentations. Instead, we ask that you simply complete the ATR template by the deadline of March 15. Instead of the more formal presentation, I am offering to meet with any of you prior to March 15 to discuss any aspects of your requests as you would find valuable. I will also reach out to schedule a meeting if I have questions and there will be other opportunities for discussion before the conclusion of the process as I outline below. You may include your budget staff member and Diane will attend as well.

Regarding your submission of the ATR template, it is very important that you provide the detail requested. If you have questions please reach out to our budget team so we can support your effective and precise completion of the worksheet. While we will review all requests carefully before making approvals, it is our goal to approve requests that you can fund fully from your exiting budget taking mandatory inflationary costs into account. Positions that fully or even partially require new funds to your unit will be much more challenging in this budgetary climate and we expect to get far more requests than we can fund. With that said, I will leave it to each of you to decide what you would like to request and we will provide full consideration to all requests.

One point that I would like to emphasize is the importance of a center/institute director communicating with the relevant deans for any possible hires with a tenure home and/or budgetary responsibility in a school/college. Doing so as soon as possible will allow the dean to include the joint hire in their ATR requests as well. You should include that hire in your ATR so you are able to provide the rationale and other details as you see fit, but it is certainly the case that positions requested by all units with a budgetary or other responsibility to that hire will be better positioned for funding. To help us avoid confusion we ask that you clearly indicate positions that are joint hires and which units will be participating as indicated in the instructions for the ATR worksheet. We ask that you have these communications by February 10th to facilitate those other units integrating your proposed joint hires into their requests.

Following our receipt of all materials by March 15th, we expect to make preliminary decision by the end of March and will share these with you in early April. At that time, you will have the opportunity to have further conversations with me prior to final decisions that I will submit in early April to the President's Office and Strategic Budget Executive Team (SBET). I expect to learn the final outcome of our requests by early summer and I will communicate to you all at that time and then to our broader community shortly after that.

It is my hope that the approach I've outlined above will streamline the process and limit confusion, while still giving you the support you need to advocate for your center/institute and make your requests. Please reach out to me if you have any questions or concerns.

Carl