



SAINT LOUIS
UNIVERSITY™

— EST. 1818 —

FAQs

Q: Why is this additional approval necessary?

A: The University is facing a situation in which expenses are exceeding revenues for FY16. To ensure a balanced budget at the end of the fiscal year, we must take additional steps to reduce expenses. Personnel costs make up approximately 73 percent of the general operating budget, so strategic position control is an expedient way to reduce costs this year. To ensure that only those positions that are deemed to be critical to the University's educational and health care missions are refilled, a committee of University leaders will review any position requests and send a recommendation to the president. The president will make the final decision.

Q: Who made this decision?

A: This decision was made by Dr. Pestello after a collaborative discussion with the 100-member President's Advisory Council in November.

Q: My open position is very critical. How can I speed this approval process up?

A: Forms and instructions for submitting a position for hiring approval are available on the Division of [Human Resources website](#). Everyone involved will move as expeditiously as possible on position requests. However, given the challenges we are facing, we can expect that many requests will not be approved at this time.

Q: Are we calling this a hiring freeze and if so, how long will this freeze be in place?

A: We are not calling this a hiring freeze, because some open and vacant positions will be filled. This action will be in place for the remainder of the fiscal year, which concludes on June 30, 2016. Decisions related to the FY17 budget will not be made until after the first of the year.

Q: The position was already approved so why do I need to get another approval?

A: Unless an offer has been formally made to a candidate and accepted, the new approval process must be followed for the reasons stated above.

Q: I might lose the candidate, how long is it going to take?

A: Please review the position with your dean, vice president or the provost. This action is designed to reduce University expenses this fiscal year. While we will move as quickly as possible, many positions will not be filled.

Q: At what point in time do we need to get this additional approval? Should I start interviewing or wait for the approval?

A: You should wait for approval before starting any interviewing. Positions will not be posted without approval through this newly established process.

Q: What information do I need to provide to my VP or Dean? Who should they email/speak with to submit their approval?

A: The process and forms for submitting a position for hiring are available on the [Human Resources website](#).

Q: Whose signatures are required for this approval? Can I get a dean's or chair's signature?

A: Within academic units, you may need a dean or a chair and within operational units you may need a vice president to approve sending the hiring proposal to the president's review committee. The final approval decision will come from the president.

Q: Does this action apply to faculty positions?

A: Any faculty positions would be reviewed by the Provost and not the vice president committee.

Q: Do grant-funded positions have to go through this process?

A: Most grant-funded positions will be approved. Any position that is at least 90 percent grant funded will not need to go through the review process.