

## MEMORANDUM

To: All deans, directors, chairs, provost staff  
From: Dr. Jeremy Haefner, Provost and Senior Vice President  
for Academic Affairs  
Subject: Delaying non-essential expenses  
Date: 5 November 2008

With good reason, the global economic crisis has everyone deeply concerned. While the RIT endowment has been affected by the loss of stock equity, RIT remains on stable financial footing. Nonetheless, it is prudent for RIT to be conservative with expenses in the foreseeable future.

As part of this approach and effective immediately, I am asking all units in academic affairs to minimize expenses where possible. In particular:

- 1) All "tier-2" funding from the past spring budget cycle has been suspended so any all expenses that were to be funded by tier-2 monies should have been halted.
- 2) I am asking the academic affairs leadership to delay hiring for any position that is not essential to the operation of the unit. It is important to understand that this is not a hiring freeze nor do we want to adversely impact the quality of our instruction or our research. This is a precautionary action that serves to strengthen the financial position of RIT.

I will be working with you on a case-by-case basis to review each position that comes to me. Furthermore, all current searches should now use the terminology "subject to available funding" with all candidates.

- 3) I am asking that you delay computer replacements per the computer cascade budget lines for this year.