



OFFICE OF THE PROVOST AND EXECUTIVE VICE PRESIDENT –
ACADEMIC AND HEALTH AFFAIRS

OFFICE OF THE PRESIDENT
1111 Franklin Street, 12th Floor
Oakland, California 94607-5200

October 17, 2007

MEMBERS, CHIEF OPERATING OFFICER CABINET

Dear Colleagues:

This is to follow up on last week's message regarding the need to immediately identify and capture Office of the President budget savings.

As indicated in that correspondence, I am extending the controls on filling any current OP vacancies to the following important areas, effective immediately:

- First, all **contract and temporary employee positions** must be pre-approved under the same procedures currently governing other vacancies as outlined in my September 10, 2007 correspondence. The revised approval request form is attached. As with other vacancies, this form should be completed by the appropriate department-level Vice Provost/Vice President and submitted to Executive Vice President Lapp for all non-academic departments; academic affairs departments will continue to submit requests directly to me. Retroactive hiring dates will not be considered.
- Second, all **professional services and consultant agreements** must also be approved by Executive Vice President Lapp and me. These approvals will be coordinated by Strategic Sourcing and require no additional action by departments. No professional services or consultant work for UCOP is to occur without the prior approval and execution of the agreement.

While we appreciate the strain these new controls may impose on you and your departments, we are confident the process can be managed efficiently so that crucial functions can continue to be performed.

Please forward this communication to your units as appropriate.

Thank you in advance for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Wyatt".

Wyatt R. Hume
Provost and Executive Vice President

Attachment