UNIVERSITY OF LOUISIANA SYSTEM

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April 17, 2025

Dear Presidents,

Last week, several higher education leaders met with Commissioner Barras and the Division of Administration (DOA). We discussed the Governor's Executive Order (25-039) instituting a hiring freeze that applies to all higher education institutions. The hiring freeze includes all positions, including classified and unclassified positions, graduate assistants, and student workers, regardless of funding source. In addition to HB 1, funding sources include auxiliary, grant, and other ancillary funding sources.

To assist with implementation and ensure compliance, the UL System will coordinate the submission of hiring freeze exemption requests on behalf of our nine universities. To that end, we need each institution to provide the necessary justification and documentation for any essential and priority hires you intend to request an exemption.

Please adhere to the following guidance:

1. **Exemptions Must Be Requested by the System Office**
   Institutions will not submit requests directly to DOA. Instead, the System will compile, certify, and submit a consolidated exemption packet to the Commissioner Barras. Your submission will form the basis of our system-wide request.

2. **Required Materials**
   For each position you seek an exemption for, please submit the following:
   - Justification including why the position cannot wait until after July 1, 2025.
   - Categorical classification (Health/Safety, Faculty, Staff, or Student Worker).
   - Designation (Classified/Unclassified, Full-Time/Part-Time/Adjunct/Hourly, New or Continuing).
   - Funding source.
   - Hiring business cycle. Summer / Fall / Spring – Start term
   - A business justification clearly explaining the urgency of the hire.
   - Historical need or hiring patterns (especially for tenure-track and summer faculty).
   - An assessment of the impact to the institution if the position remains unfilled.
   - Level of critical need (1-5 scale, with 1 being most critical).

3. **Certification Requirement**
   All institutional submissions must be reviewed and approved at the campus level before submission. President Gallot will make the final certification in the cover letter to DOA,

affirming both the accuracy of the information and the fact that funding is available to support each requested hire.

4. **Timeline and Compliance**
   - Exemption materials should be submitted to the System office by April 30, 2025, but requests may be submitted earlier.
   - The System will begin monthly cost savings reporting to DOA starting April 30, 2025.

Please note that any violation of the hiring freeze provisions may result in a reduction of funds to the institution as outlined in Section 4 of the Executive Order.

Please also include a list of other positions for which you anticipate requesting exemptions during the month of May. If you have questions about the process or the documentation requirements, please do not hesitate to contact our office.

Thank you for your immediate attention to this matter and your continued cooperation.

Warm Regards,

Rick Gallot
President