

Travel

Study abroad and revenue generating activities will continue. Money from grants can be used for this purpose. However, all expenditures will be reviewed.

Travel that is already booked and cannot be refunded can go on. If travel can be delayed or postponed, that would be ideal.

Reduce costs and postpone or eliminate travel that is not essential.

Check with Finance / Budget / Procurement staff for confirmation before proceeding with travel plans. Travel requests will be subject to review.

We want to support our academic and research mission as much as possible while reducing expenses.

Requests to attend but not present at a conference or seminar should be postponed.

A process is being developed to review all travel requests.

A copy of approved travel review will need to be submitted when a travel request is made.

Travel related to Study Abroad and World Scholars is allowed, with the expectation that the costs will be covered through fee-generated and external funds. Sponsored funds are ok to use for travel although all travel requests should be reviewed. Be careful not to overspend the account.

Requests for travel need to be submitted via Concur before booking any type of reservation or registration.

Things to consider before requesting travel approval: Is this revenue generating? Is this supporting our academic and research mission? Is the student / employee presenting, receiving an award or just attending?

Faculty / Staff

Effective immediately all reclass requests and off-cycle salary reviews are on hold.

Faculty / Staff awards will go on but the process is under review.

Faculty recruitment is considered essential. Meals will still be held but should be modest.

If a sabbatical can be postponed that would be best. This is not expected though.

At this time there is no indication that there will be a reduction in force or reduction in staff salaries.

There is no overtime without prior approval.

Donor gifts will only be used for their intended purposes. If that includes compensation, benefits costs are included (along with the salary). This should not violate the gift agreement. Note that we do not locally control the benefits rate.

Critical need and retention requests must go through the proper channels. Process for this is forth coming.

At this time, plans in the colleges to increase minimum stipend levels for graduate students should continue.

Presentations / Seminars / Conferences / Programs

If an individual is being invited to present at a seminar, defer the in-person presentation to the next semester.

Typical departmental seminars may be held. If seminars have not been scheduled yet though, they should be postponed until the Fall.

We want to support our academic and research mission as much as possible, particularly revenue generating ones. All funding sources should be reviewed. All student organization activities and conference attendance will need to be reviewed on an individual basis.

The Colombian Exchange program has been a successful program in the past and would most likely be approved but still should be submitted for review.

Events

Be frugal and find ways to cut costs. Event requests will be subject to review.

Revenue generating events will require justification for approval.

Society conferences must be approved. If monetary commitments have already been made, they will need to be re-approved.

If costs can be refunded, trips should be canceled.

The schedule of events and individual departmental meetings need to be reviewed by the department chairs and the college finance, budget and procurement groups.

Plans to host prospective students for graduate recruitment visits must stop, and alternative virtual events should be considered. Planned visits where no prospective students have responded should be canceled and replaced with a virtual alternative. However, recruiting events where prospective students have accepted our invitation as of Feb. 6, 2024 may continue.

Things to consider before planning an event: Is this revenue generating? Is this supporting our academic and research mission? All attempts must be made to reduce costs.

Hiring

Each basic budget request for an undergrad TA or current misc. wage should be reviewed to see if the request helps to support our academic and research mission. Confirmation of approval needs to be submitted to those approving changes.

Effective immediately there are no new misc. wage hires.

Staff hiring freeze is in effect immediately for the foreseeable future. If there is a critical staff hire request there will be a process for exceptions forth-coming.

UD Careers Job page will remove staff postings except for those that are soft-funded.