

**MEMORANDUM**

TO: Chairs, Directors, and Endowed Chair/Distinguished Faculty Colleagues

FROM: Kathleen Blee, Bettye J. and Ralph E. Bailey Dean  
Patrick Cunningham, Executive Director for Physical and Financial Resources

DATE: May 12, 2020

As most of you are aware, the University has announced a constrained services budget for the first 6 months of the AY21 year that includes a 10% cut in the Dietrich School's total E&G (i.e., non-grant/non-endowment) budget. This reflects the very sobering reality of financial issues for the University as a result of the COVID-19 pandemic.

As already-committed compensation (salaries, grad student stipends, and fringe benefits) make up about 85% of our E&G budget, the burden of this overall reduction will fall heavily on the remaining 15% of the budget. We are looking at all areas of the budget to meet this challenging cut. Some of this cut may be temporary, but, given the current uncertainties, there is no guarantee that will be the case.

**To enable us to make plans for this cut, we need you to immediately stop making any commitments that will result in expenses charged to your departmental/program or non-grant/endowment-funded research budgets in AY20-21.** This includes any commitments/offers to hire postdocs, students, or others, to continue staff position, to make purchases, and any other financial commitments except in very urgent situations and with prior approval by Pat Cunningham.

We will contact you as soon as possible with your budget for the first 6 months of AY20-21, which will likely be reduced from previous years. Due to this urgent financial situation, we may need to reduce even budgets tied to earlier commitments.

We thank you for supporting the Dietrich School and the University at this historic time.

cc: James Griffin  
Linda Howard  
Mat Romick  
Barbara Vattimo