



UNIVERSITY
OF WYOMING

Office of
Academic Affairs

DATE: September 11, 2020
TO: Academic Deans and Academic Unit Heads
FROM: Anne Alexander, Interim Provost and VP AA
RE: Preparation for the UW Budget Reduction Planning Process

As you know, UW has been preparing to respond to a budget reduction request from Governor Gordon for the past several weeks. We expect that the UW Board of Trustees will charge us on September 17, 2020 with the formulation of a Budget Reduction Plan in keeping with [UW Regulation 2-12](#). This plan must be submitted to them no later than 45 days after they have charged us to execute UW Regulation 2-12. It is likely we will need to use [UW Regulation 2-13](#), Academic Program Reorganization, Consolidation, Reduction, and Discontinuance, to help achieve these budget reduction; thus, below are directions for beginning to evaluate your academic programs for cost savings via consolidation, reorganization, or elimination.

I know that many of you have spent time individually and as a group identifying your likely cost saving measures for FY 22, including identifying potential areas for reorganization, consolidation, or reduction/discontinuance. To this end, please review the attached documents and information and begin to identify potential programs you would likely recommend that I review for UW Regulation 2-13 use.

I will need this information from you by no later than October 16, 2020. If this is not possible, you should let me know ASAP and we can work collaboratively on a new deadline. You should send your summary to me, clearly marked as the materials you wish to be submitted to the BRWG. My office will collect these materials and forward them to the committee.

I greatly appreciate your support for and participation in this very important effort for our campus.

Instructions for using Evaluation Tool:

1. Review the Evaluation document prepared by the Degree Granting Unit Review subgroup.
2. Review the data attached from OIA and Financial Affairs.
3. Determine what assistance you and your units will need to find data required to evaluate units. Let me know assistance required by emailing me. You should ask your units to assist you with any data they have, and ask them to co-develop the report on their unit to you.
4. Review the evaluation tool that I have developed with the assistance of several BRWG groups. This is the tool you should use in reviewing the data on your units. I will also use this tool in invoking UW Regulation 2-13 when required.
5. Send me your recommendations for programs you want to go under UW Regulation 2-13 review. Your units should be alerted to this fact by you. You should estimate savings from your recommendations in personnel, facilities, supplies, and other support costs and assign a timeline estimate to those savings. You should also clearly delineate the opportunity costs of these recommendations.
6. Upon receipt of your recommendations, we will begin the campus and external stakeholder review process for the units identified.

