Faculty Recruitment Letter of Offer Review Process

Department Chairman identifies need to recruit and Department AO prepares ProForma.

Meeting scheduled with Department Chairman and Section Chairman to discuss ProForma, recruitment needs and/or possible recruits.

If no issues identified, Section Chairman approves Dept to proceed with recruitment process.

Department AO initiates the following:
- Advertising (must advertise nationally for a minimum of 5 calendar days prior to an offer being made to candidate)
- Interview candidates

Dept identifies candidate – customizes ProForma

Dept AO emails draft offer letter to Section AO with a cc: to CBO for review along with the following documents:
- CV
- ProForma (customized for candidate)
- Research Plan (if APS requested)
- Approval line on offer letter for outside Dept’s chair if applicable

(Required to send all documents together as packet)

Dept AO enters offer letter information in Recruitment Log.

Section AO reviews offer letter for accuracy and forwards to CBO for review.

CBO reviews and emails to Section Chairman. Section AO is copied on email sent to Section Chairman.

Section AO updates status in recruitment log.

May require conversation between CBO, Chairman, Dept AO before forwarded.

Dr. Beauchamp reviews. Depending on the criteria listed below he either approves offer letter and communicates to Dept to print for signatures. CBO is copied on all email communications during this process. (CBO shares with Section AO and Dept AO).

Offer letters for faculty that fit criteria below are sent to Dean & VC for approval before further action can be taken:
- Assoc Prof or Prof level
- Tenure track
- Highly unusual factors

Section AO updates status in recruitment log.

Department AO sends final letter to candidate for signature and notifies Section Chair’s Office when sent. Includes One packet for clinical faculty.

Candidate accepts, returns signed letter to Dept Chair and Dept AO. Dept AO responsible for providing Section Chair’s Office and Section AO with scanned copy of signed letter.

If clinical, Dept AO requests One packet to be sent to candidate with offer letter.

CBO is copied on all email communications during this process. (CBO shares with Section AO and Dept AO).

Section AO uploads scanned letter on F:drive and updates status in recruitment log.

Dept AO initiates faculty New Hire Process

If counteroffer, Section Chairman has to approve addendum.