IHP Hires

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| Approval and Launch | 1. Search approved and assigned HR Recruitment Consultant. 2. Consultant and OtP review Search Plan in MyTrack. 3. Once approved, unit executes advertising/active recruitment strategies. 4. Dean and TTF offers coordinate on expected values. |
| Selection Process | 1. Search closes and applicant information is available.    1. Upon request, Consultant can provide applicant pool data to search representatives/Dean. If applicant pool data is not reasonably consistent with availability data and no compelling case can be made to continue search with existing pool, Dean and Provost may opt to fail search. 2. Do not forget to apply [Oregon’s veteran’s preference](https://hr.uoregon.edu/oregon-veterans-preference-employment). 3. Search committee conducts initial steps, to determine “short-list” of candidates. 4. Dean reviews short-list (“on-campus interview”) candidates and ensures they meet high standards. 5. Search committee conducts on-campus interviews (if applicable), distributes [UO Welcome Package](https://provost.uoregon.edu/faculty-hiring-recruitment-searches-best-practices) to all interviewees, selects finalist. |
| Offer Negotiation | 1. Dean or designee contacts finalist and discusses potential terms with the candidate. It is important to be clear at this stage that it is **NOT** an offer, but terms that will be proposed to OtP. Keep within the expected offer terms and OtP-provided salary ranges. 2. As early as possible, the following potential offer elements should be communicated by email to TTF Offers, including the IHP search number and the candidate’s name in the subject line, and any appropriate attachments.    1. Potential partner opportunities (TTF partner hire OR dual career support).       1. [If Dual Career support, please notify us and follow the outlined support request process](https://provost.uoregon.edu/requesting-dual-career-support).    2. Requests for IEF using school/college allocation.    3. Need for accelerated or expedited tenure consideration (different from credit toward tenure).    4. [Endowed and named positions](https://provost.uoregon.edu/named-and-endowed-faculty) (include addendum for review).    5. Early conversations about startup can take place with OVPRI. |
| Offer Finalization | 1. Dean requests official contingent offer package by sending an email to TTF Offers ([ttfoffers@uoregon.edu](mailto:ttfoffers@uoregon.edu)) and attaching the term sheet, CV, and any relevant addenda. Include language or package modifications. Subject line needs IHP # and First/Last Name of Candidate. Startup will be reviewed by OVPRI at this stage. 2. TTF Offers compares term sheet to expected values and routes to EVP for approval and OVPRI for approval of final startup (if applicable, term sheet and addendum shared with OVPRI).    1. Revisions to offer terms may take place at this stage. 3. TTF Offers generates contingent offer letter and adds addenda. TTF Offers sends pdf contingent offer package to Dean. 4. Dean reviews contingent offer package, routes for signatures, and sends to finalist. (Do not make other changes to this pdf; coordinate with TTF Offers for revisions.) |
| Decision and Processing | 1. Finalist replies:    1. If finalist negotiates, return to offer discussion (#12-#13).       1. Updated term sheet & offer package required.    2. If finalist declines, Dean notifies TTF Offers ([ttfoffers@uoregon.edu](mailto:ttfoffers@uoregon.edu)), returns to candidate selection (#10), or fails search.    3. If finalist accepts, Dean forwards signed contingent offer package to TTF Offers ([ttfoffers@uoregon.edu](mailto:ttfoffers@uoregon.edu)) and to the cc’s listed in contingent offer package.    4. Unit or Dean’s office dispositions candidates in MyTrack and/or updates HR (if AJO used).    5. TTF Offers partners with HR to create MyTrack offer card; TTF Offers forwards signed offer package and term sheet to OVPRI at end of hiring cycle. 2. MyTrack emails general Notice of Appointment; finalist confirms online. MyTrack finalization. |

Direct Hires (Target of Opportunity and Partner)

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| Direct Hire Process Determination | 1. Dean determines process using the following criteria:    1. If proposed hire meets criteria *for target of opportunity* as outlined at <https://provost.uoregon.edu/target-opportunity> (ToO), **continue to Step 2**.    2. If potential TTF partner of TTF, as outlined in [Tenure-Track Partners Program](https://provost.uoregon.edu/requesting-dual-career-support), **continue to Step 2** to assess feasibility.  *Note: If the TTF partner of an IHP-TTF does not meet the criteria or is not approved by the Provost, the Dean must communicate the result to the partner.*    3. If other potential partner hire or Tenure-Track Partner request is not approved:       1. If partner is a potential career faculty member in the IHP-approved TTF hiring unit, proceed internally.       2. If partner is a potential career faculty member for another unit, consult with dean of that unit and let Provost know.       3. If partner is not faculty, refer to [Dual Career Liaison](https://provost.uoregon.edu/requesting-dual-career-support) for additional support. |
| Proposal | 1. Dean of the potential hiring unit submits proposal via the [OtP TTF Direct Hire process](https://forms.uoregon.edu/form/launch/uo-ttf-direct-hire-proposal)).    1. If the request is time sensitive, Deans also notify TTF Offers ([ttfoffers@uoregon.edu](mailto:ttfoffers@uoregon.edu)) to bring attention to the request. |
| Provost Approval | 1. Provost and EVP review proposal, in consultation with OVPRI, and specify approval terms. TTF Offers will communicate this approval to the Dean through UO Forms and email. |
| Interview and Internal Process | 1. If approved, Dean or designee invites candidate to campus (Provost or EVP participates in interview), and conducts internal process including faculty vote. |
| Offer Negotiation | 1. If Dean supports the hire and faculty vote to hire, Dean or designee uses approval information to contact candidate and discusses elements of offer. **Offer is NOT official but are terms that will be proposed to administration!** |
| Offer Finalization | 1. Deans request official contingent offer package by sending the Contingent Offer Package Email Template, term sheet, and addenda to TTF Offers ([ttfoffers@uoregon.edu](mailto:ttfoffers@uoregon.edu)). 2. TTF Offers compares term sheet to expected values and routes to OVPRI for final startup approval (if applicable). TTF Offers generates contingent offer letter and adds addenda. TTF Offers sends pdf contingent offer package to Dean. 3. Dean reviews contingent offer package, routes for signatures, and sends to finalist. (Do not make other changes to this pdf; coordinate with TTF Offers for revisions.) |
| Decision and Processing | 1. Candidate replies:    1. If finalist negotiates, return to offer discussion (#6).       1. Updated term sheet & offer package required.    2. If finalist declines, Dean notifies TTF Offers ([ttfoffers@uoregon.edu](mailto:ttfoffers@uoregon.edu)) and direct hire ends.    3. If finalist accepts, Dean forwards signed contingent offer package to TTF Offers ([ttfoffers@uoregon.edu](mailto:ttfoffers@uoregon.edu)) and to the cc’s listed in contingent offer package.    4. TTF Offers partners with HR to create MyTrack offer card; TTF Offers forwards signed offer package and term sheet to OVPRI at end of hiring cycle. 2. MyTrack emails general Notice of Appointment; finalist confirms online. MyTrack finalization. |

**Accelerated & Expedited Review Dates for Packages**

Please use the following guide for [accelerated review](https://provost.uoregon.edu/accelerated-promotion-and-tenure) dates/[expedited review](https://provost.uoregon.edu/expedited-tenure-review) dates. Keep in mind the department/unit is responsible for the expediency of gathering required materials and conducting review processes.

For AY26-27 start dates:

* 9/15/26 (for expedited only)
* 12/15/26
* 3/15/27
* 6/15/27

**Request for Offer Package Email Template (optional for AY25-26)**

*Schools/colleges can use this template to communicate with TTF Offers (*[*ttfoffers@uoregon.edu*](mailto:ttfoffers@uoregon.edu)*). TTF Offers will provide this information to Hal Sadofsky and OVPRI (if applicable for central startup).*

**Subject line of your email request:** IHP# and FINALIST NAME

**Attachments:** CV, term sheet, addenda (if applicable)

**Provide salary information relative to this proposed hire:**

* Current Assistant Professors in the department with salaries:
* Current Associate Professors in the department with salaries:
* Full Professors in the department with salaries:

**Brief Justification:** If requesting any offer terms beyond what was expected or approved previously with OtP.

**Offer Letter Revisions:** Provide information here about any language revisions needed for the offer letter/contingent offer package.