

Process Overview for AY2022-23 TTF Hiring – For Deans

IHP-Approved TTF Hire

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| Approval & Launch | <ol style="list-style-type: none"> 1. Search approved via the 2022 Institutional Hiring Plan Process, and assigned HR Recruitment Consultant. 2. HR Recruitment Consultant and OtP review and confirm Search Plan as part of MyTrack approval process. 3. Search launched and unit executes advertising/active recruitment strategies. 4. Dean & OtP agree on Expected Values for search, as input into Term Sheet process. |
| Selection Process | <ol style="list-style-type: none"> 5. Search closes and applicant information is available. <i>Note: Upon request, HR Recruitment 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, search representatives, Dean, and/or Acting Provost may opt to fail search. Searches failed by search representatives or Dean at this step are expected to continue in 2023 IHP.</i> 6. Search committee conducts initial steps, through proposing “short-list” of candidates. 7. Dean will review short-list (“on-campus interview”) candidates to ensure they meet high standards. Dean is responsible for reviewing information, identifying whether significant concerns exist regarding pool/field availability data, and recommending cancellation of search to OtP if/as appropriate. 8. Search committee conducts on-campus interviews (if applicable), distributes UO Welcome Packet to all interviewees, selects finalist. (Do not reach out to finalist until approved by OtP in Step 10.) |
| Provost Approval | <ol style="list-style-type: none"> 9. Dean submits finalist CV, proposed salary, and short note about the finalist (including proposed tenure credit, course releases, startup, LWOP, endowed position, etc.) to the Vice Provost for Academic Affairs (VPAA), and Vice Provost of Academic Operations and Strategy (VPAOS) (paquette@uoregon.edu, and cmoseley@uoregon.edu, cc’ing TTFOffers@uoregon.edu as well as shelton@uoregon.edu (until 1/1/2023)). 10. VPAA reviews finalist CV and note; VPAOS reviews proposed salary and comparable faculty for Oregon Equal Pay Act compliance. Acting Provost considers, approves/declines/initiates additional conversation. OtP might ask for rationale for the selection, including active recruitment considerations. |
| Negotiate Offer | <ol style="list-style-type: none"> 11. If approved, Dean or delegate may contact finalist and discuss elements of proposed offer. <ol style="list-style-type: none"> a. If applicable, before discussing with finalist, Dean works with OVPRI to determine startup, ensuring the request considers accuracy, equity, and need (cc TTFOffers@uoregon.edu on final agreements). b. Additional coordination with OtP as appropriate (cc TTFOffers@uoregon.edu on final agreements). (Submit Inclusive Excellence Funding proposals or other agreements, via appropriate processes.) c. If written communication is preferred, please use Term Sheet offer summary language. Note: Offer is not official until OtP has approved and provided the official contingent offer letter package, which may be requested at this point, if appropriate. |
| Finalize Offer | <ol style="list-style-type: none"> 12. To request official contingent offer letter package, Dean or delegate ensures Term Sheet spreadsheet reflects current offer terms, sends Term Sheet and any addenda to OtP (TTFOffers@uoregon.edu). 13. OtP compares Term Sheet to previously agreed upon Expected Values, follows up if/as needed. If approved, OtP generates contingent offer letter and adds addenda, sends pdf contingent offer letter package to Dean. (For offers within expected values, OtP turnaround is less than 2 business days.) 14. Dean reviews contingent offer letter package, routes for signatures, and sends to finalist. (Do not make other changes to this pdf.) |
| Response & Processing | <ol style="list-style-type: none"> 15. Finalist replies: <ol style="list-style-type: none"> a. If finalist negotiates, return to offer discussion (#12). (Updated term sheet & offer package required.) b. If finalist declines, Dean notifies OtP (TTFOffers@uoregon.edu), returns to candidate selection (#9) or fails search, as appropriate. c. If finalist accepts, Dean’s office forwards signed contingent offer letter package to OtP (TTFOffers@uoregon.edu) and OVPRI (if applicable), and to the cc’s listed in contingent offer letter. d. Unit or Dean’s office dispositions candidates in MyTrack and/or updates HR if used AJO. e. OtP works with HR to create MyTrack offer card; forwards offer package, term sheet to OVPRI. 16. MyTrack emails general Notice of Appointment; finalist confirms online. MyTrack finalization. |

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Proposals for Target of Opportunity or Partner Hiring

Process Objectives:

Ensure that all proposals get a thorough review and all elements (quality, cost, space, etc) are considered, creating a record for tracking and transparency.

Proposal Process:

1. Dean determines process using the following criteria:
 - a. If proposed hire meets criteria *for target of opportunity* as outlined at <https://provost.uoregon.edu/target-opportunity> (ToO), **continue to Step 2**.
 - b. 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: In cases where a TTF partner of TTF has been proposed but does not meet the criteria or is not approved by the provost, the Dean must communicate the result to the partner.
 - c. If other potential partner hire or Tenure-Track Partner request is not approved:
 - i. If partner is potential career faculty member in own unit, proceed internally.
 - ii. If partner is potential career faculty member for other unit, consult with dean of that unit and let Acting Provost know.
 - iii. If partner is not faculty, refer to Dual Career Liaison (<https://provost.uoregon.edu/requesting-dual-career-support>) for additional support.
2. 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>).
 - a. In addition to the above, if a request is time sensitive, Deans may notify OtP via email (provost@uoregon.edu and TTFOffers@uoregon.edu) to bring attention to the request.
3. OtP reviews TTF Direct Hire proposal and determines whether to move forward, along with any terms of approval (if applicable). OtP will communicate this approval via the Direct Hire form.
4. If approved, Dean or delegate invites candidate to campus (Acting Provost or delegate will participate in interview), and conducts internal process including faculty vote.
5. If Dean supports and faculty vote to hire, Dean or delegate confirms salary with OtP (for Oregon Equal Pay Act compliance), contacts candidate, discusses elements of offer, coordinating with OVPRI/OtP where appropriate.
6. To request official contingent offer letter package, Dean or delegate ensures Term Sheet spreadsheet reflects current offer terms, sends Term Sheet and any addenda to OtP (TTFOffers@uoregon.edu).
7. OtP compares Term Sheet to Expected Values, follows up if/as needed. If approved, OtP creates contingent offer letter and adds addenda, sends pdf contingent offer letter package to Dean.
8. Dean reviews offer package, routes for signatures, sends to candidate. (Do not make other changes to pdf.)
9. Candidate replies:
 - a. If candidate negotiates, return to offer discussion (#4). (Updated term sheet & offer package required.)
 - b. If candidate declines, Dean notifies OtP (TTFOffers@uoregon.edu) that ToO has ended.
 - c. If candidate accepts, Dean's office forwards signed contingent offer letter package to OtP (TTFOffers@uoregon.edu) and to cc's listed in contingent offer letter.
 - d. Dean's office and OtP work with HR to create MyTrack offer card.
 - e. OtP forwards offer package, term sheet to OVPRI.
10. MyTrack emails general Notice of Appointment; candidate confirms online. MyTrack finalization.