

AY23-24 TTF Hiring Process (Deans)

IHP Hires

Approval and Launch	<ol style="list-style-type: none"> 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 pre-approved offer details.
Selection Process	<ol style="list-style-type: none"> 5. Search closes and applicant information is available. <ol style="list-style-type: none"> a. 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. Searches failed by this process are expected to continue in 2024 IHP. 6. Search committee conducts initial steps, to determine “short-list” of candidates. 7. Dean reviews short-list (“on-campus interview”) candidates and ensures they meet high standards. 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 information through the offer request template (see page 3 of document) to TTF Offers (ttoffers@uoregon.edu). Requests MUST use the template. <ol style="list-style-type: none"> a. If applicable, Dean includes central startup and indicates tentative (provide range for startup) or final (provide startup addendum); TTF Offers will send this information to OVPRI for review and approval. b. Deans should simultaneously submit Inclusive Excellence Funding requests, endowments, etc.) 10. EVP reviews the finalist offer request materials.
Offer Negotiation	<ol style="list-style-type: none"> 11. If approved, Dean or designee contacts finalist and discusses elements of proposed offer using the updated Term Sheet Offer Summary language. Offer is NOT official!
Offer Finalization	<ol style="list-style-type: none"> 12. Deans request official contingent offer package by sending Term Sheet and any addenda to TTF Offers (ttoffers@uoregon.edu). 13. TTF Offers compares Term Sheet to pre-approved offer details and routes to OVPRI for approval of final startup (if applicable). TTF Offers generates contingent offer letter and adds addenda. TTF Offers sends pdf contingent offer package to Dean. 14. Dean reviews contingent offer package, routes for signatures, and sends to finalist. (Do not make other changes to this pdf.)
Decision and Processing	<ol style="list-style-type: none"> 15. Finalist replies: <ol style="list-style-type: none"> a. If finalist negotiates, return to offer discussion (#11-#12). (Updated term sheet & offer package required.) b. If finalist declines, Dean notifies TTF Offers (ttoffers@uoregon.edu), returns to candidate selection (#9), or fails search. c. If finalist accepts, Dean forwards signed contingent offer package to TTF Offers (ttoffers@uoregon.edu) and to the cc’s listed in contingent offer package. d. Unit or Dean’s office dispositions candidates in MyTrack and/or updates HR (if AJO used). e. 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. 16. MyTrack emails general Notice of Appointment; finalist confirms online. MyTrack finalization.

Direct Hires (Target of Opportunity and Partner)

Direct Hire Process Determination	<ol style="list-style-type: none"> 1. Dean determines process using the following criteria: <ol style="list-style-type: none"> a. If proposed hire meets criteria <i>for target of opportunity</i> 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. <i>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.</i> c. If other potential partner hire or Tenure-Track Partner request is not approved: <ol style="list-style-type: none"> i. If partner is a potential career faculty member in the IHP-approved TTF hiring unit, proceed internally. ii. If partner is a potential career faculty member for another unit, consult with dean of that unit and let Provost know. iii. If partner is not faculty, refer to Dual Career Liaison (https://provost.uoregon.edu/requesting-dual-career-support) for additional support.
Proposal	<ol style="list-style-type: none"> 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). <ol style="list-style-type: none"> a. If the request is time sensitive, Deans also notify TTF Offers (ttfoffers@uoregon.edu) to bring attention to the request.
Provost Approval	<ol style="list-style-type: none"> 3. 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	<ol style="list-style-type: none"> 4. If approved, Dean or designee invites candidate to campus (Provost or EVP participates in interview), and conducts internal process including faculty vote.
Offer Negotiation	<ol style="list-style-type: none"> 5. If Dean supports the hire and faculty vote to hire, Dean or designee confirms pre-approved offer package details with TTF Offers, contacts candidate, and discusses elements of offer using the updated Term Sheet Offer Summary language. Offer is NOT official!
Offer Finalization	<ol style="list-style-type: none"> 6. Deans request official contingent offer package by sending Term Sheet and any addenda to TTF Offers (ttfoffers@uoregon.edu). 7. TTF Offers compares Term Sheet to pre-approved offer details 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. 8. Dean reviews contingent offer package, routes for signatures, and sends to finalist. (Do not make other changes to this pdf.)
Decision and Processing	<ol style="list-style-type: none"> 9. Candidate replies: <ol style="list-style-type: none"> a. If finalist negotiates, return to offer discussion (#5). (Updated term sheet & offer package required.) b. If finalist declines, Dean notifies TTF Offers (ttfoffers@uoregon.edu) and direct hire ends. c. If finalist accepts, Dean forwards signed contingent offer package to TTF Offers (ttfoffers@uoregon.edu) and to the cc's listed in contingent offer package. d. 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. 10. MyTrack emails general Notice of Appointment; finalist confirms online. MyTrack finalization.