

# UNIVERSITY OF KENTUCKY OFFICE OF THE PROVOST

Faculty Position Request and Faculty Hiring Offer Letter Approval Workflow Tool



AN EQUAL OPPORTUNITY UNIVERSITY

# **FACULTY HIRING WORKGROUP MEMBERS**

Katie Cardarelli – Office of the Provost

Kristin Cheser – Provost Budget Office

GT Lineberry – Office of Faculty Advancement

Rebecca McCoy – Provost Budget Office

Jennifer Greer – College of Communication  
and Information

Bill Verble – Human Resources

Mark Shanda – College of Fine Arts

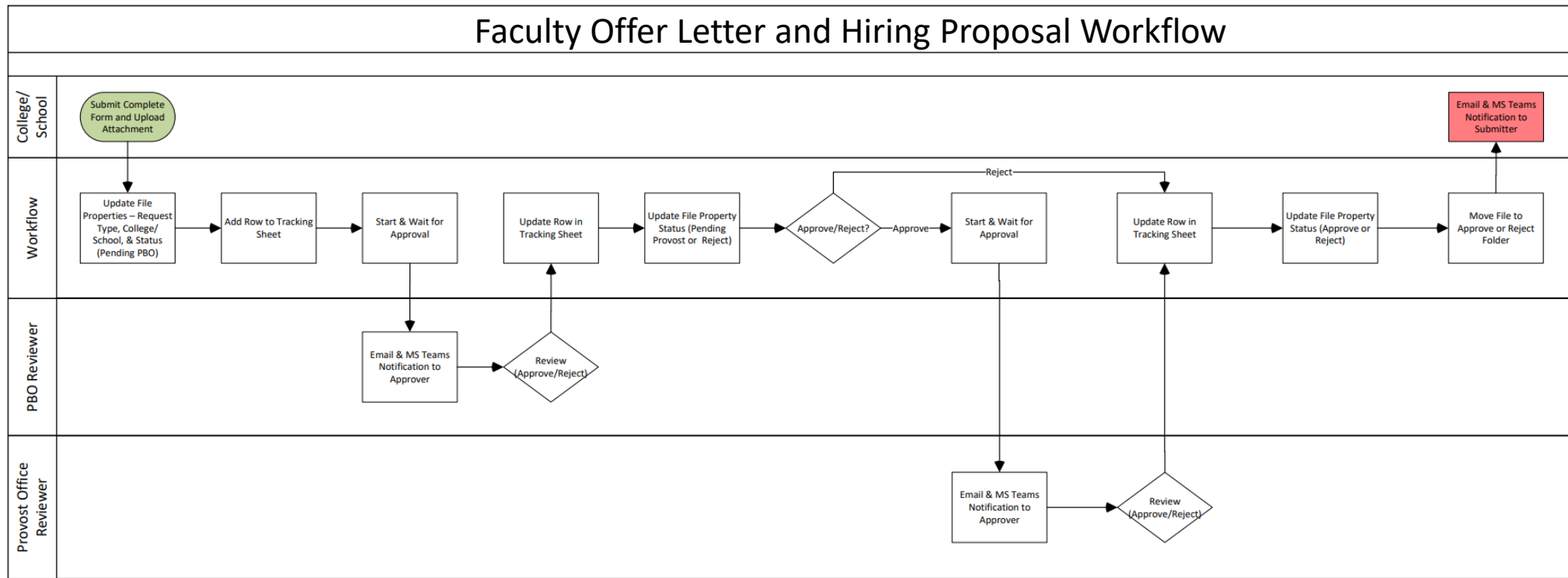
Brian Lee- College of Agriculture, Food and the  
Environment

Sarah Lyon – College of Arts and Sciences

Marc Bradley – Enterprise Applications Group

Aaron Cramer – University Senate Council

## Faculty Offer Letter and Hiring Proposal Workflow



- Faculty position requests will require two levels of approval outside of the college or school and letters will require OFA approval
- This is a no-cost solution, using Microsoft 365 technology already available to UK faculty and staff
- Maintaining access is minimized by using MS Forms
- Tracking and reports are available

# GUIDELINES

## File Naming Convention

College\_Unit\_Titleseries\_positionID#(9999999 for new)\_FYXX\_stage\_LinkblueID

CAFE\_ENT\_REG\_123456\_FY22\_initial\_bdlee2

CAFE\_ENT\_REG\_123456\_FY22\_offer\_bdlee2

## Formalities

All requests must have prior Dean approval

The pro forma is reviewed and approved by the Provost Budget Office (PBO) and OFA

The offer letter is reviewed and approved by the Office for Faculty Advancement (OFA)

Tool is jointly owned and managed by the PBO and OFA

All attachments must be uploaded in **one** single pdf file

Timeline for system approvals will be 48 hours, plan appropriately

## Access

Provost Office, Provost Budget Office  
directors and staff

Associate Provost for Faculty Advancement  
and staff officer

Provost Office HR Business Partner

College Business Officers