



Faculty Search Authorization and Offer Letter Tip Sheet

Background: To streamline and standardize the faculty search authorization proposal approval process this form and workflow has been developed by a workgroup comprised of PBO, OFA, HR, University Senate Council, and varied college leadership and business officer representatives. Several Deans submitted their colleges as pilot volunteers to use, norm, and refine this process before campus rollout on 1 May 2022.

Faculty Search Authorization Request

- ❖ Compile all your documents into one pdf file to upload. The single file should contain the pro forma, position description, and any supporting documentation, and be named:
College_Unit_Titleseries_positionID#(999999999a for new)_FYXX_stage_LinkblueID.pdf
CAFE_ENT_REG_12345678_FY23_**initial**_bdlee2.pdf or
CAFE_ENT_REG_12345678_FY23_**offer**_bdlee2.pdf
- ❖ The request will be reviewed by the PBO representative first for fiscal information completeness. If no additional information is needed or changes need to be made, the PBO representative will give an initial approval.
- ❖ The request then moves to PBO leadership for review and approval.
- ❖ If approved by PBO Leadership, the request is then reviewed by the Office for Faculty Advancement (OFA) for information completeness approval and then subsequent posting in IES.
- ❖ The submitter and any other email address indicated for updates will receive an auto-generated email from Microsoft Flow stating the request was approved or denied. Brief comments may be included.

Faculty Offer Letter Request

- ❖ Offer letter packages are reviewed only by OFA once the unit/college approves. The package file should contain the offer letter, original and/or revised pro forma, position description, candidate CV, and any supporting documentation.

Modifying offer letter is typically OK when:

- Change in offer sign by return by date
- Start date within the same fiscal year as original
- Salary offer is less than pro forma/original offer
- Substitute of candidate for the original offer (second candidate) as long as credentials are appropriate
- Department/College controlled areas such as startup funding, space, instruments/equipment/data, teaching, adjustment of DOE - within the realm of budget realities, relocation/housing within bounds of UK policy

Changes requiring re-review

- Increase of offer salary
- Title Series
- Rank (if going up in particular)
- Academic appointment home
- Request for Joint appointment not in original proposal
- Change in administrative responsibilities, duration, and/or compensation terms

Contacts

- ❖ For process/content questions: Becky Farthing or Brian Lee ((859) 218 - 7991)
- ❖ For access requests: Michelle Castro
- ❖ For report and IES questions: Rebecca McCoy

[Proposal Submission Form](#)

When submitting, it is presumed that at the college\school\department level that all procedures for documentation for faculty appointment have been followed including unit leadership\faculty approval.

8 April 2022

Search Authorization / Offer Letter Components

___ Funding identified via pro forma

___ EEO Statement Provided

___ Appointment College: ___ Appointment Unit: ___ Title Series: ___ Rank:

___ Assignment Period : ___ Anticipated Start Date: ___ Tenure-eligible, or tenured status.

___ Additional Administrative Title(s) (if applicable): ___ Joint Appointment College/Unit(s):

___ States Anticipated Distribution of Effort (includes appropriate service) and indication of annual agreement.

___ Indicates that comprehensive benefits are briefly described and linked to at www.uky.edu/HR/benefits.

___ Candidate Name / address.

___ Provides links to Annual Merit Review and Progress towards Tenure Review (as appropriate) documents.

___ Provides link to Relevant Title Series ARs, current Provost's Memo, Statement of Evidences.

___ States requirement of a background check, I-9 certification, COVID-19, and reference check.

___ States appointment is subject to formal approval by the University administration and BoT.

___ Requests original, official transcripts of highest degree and opportunity to provide updated CV extended.

___ States return by date for letter and provides a place for signature of acceptance.

___/NA States amount and refers to Relocation Allowance for Newly Hired or Transferred Faculty and Staff policy.

___/NA If an elevated rank is offered, the requirements of an Expedited Dossier are explained.

___/NA If candidate is short of earned terminal degree in hand, contingent on receipt of degree is stated.

___/NA If candidate is International – contingent upon the approval of an H-1B Visa.

IES will include statement on COVID-19 Compliance and Offer Letter will contain language restating

Start-up Package Components

___/NA States space commitment (office, studio, laboratory, farm, etc.).

___/NA States travel funding amount, source, and time limitations.

___/NA States professional development funding amount, source, and time limitations.

___/NA States startup funding amount, source, and time limitations.

___/NA States personnel commitments with funding and time limitations.

___/NA States Graduate assistant/ Post-Doc commitments with funding, source, and time limitations.

___/NA Explains access to and/or procurement of specialized equipment.

Administrative/Endowed Position Components

___/NA States administrative title, responsibilities.

___/NA States administrative stipend amount, contingencies.

___/NA States administrative position duration and iterate that position is "at will."

___/NA States administrative off-boarding.

Typical materials used for faculty appointment

Position posted in IES Documentation.

Listing of other places beyond IES defaults or state none

Approved position description

Search committee chair and search committee members list

Interview schedule for candidate

Signed offer letter

Career CV

Transcript(s)

Additional documentation for expedited faculty appointment at associate professor or higher level

Color Code Key

Component supplied during request authorization

Component supplied in both the request authorization and offer letter

Component provided in offer letter

Notes: