

2015-16 Faculty Hiring in the College of Engineering

Steps for Preparing Startup Packages and Offer Letters

Once the Dean has approved the department chair's proposal to make an offer to a specific candidate...

1. Department chair or department administrator renames the department's faculty recruitment Box sub-folder with the candidate's name (i.e. "Department Candidate 2" → "Jane Doe – Department Hire", or "Grainger Candidate 1" → "John Smith – Grainger Hire") and uploads the following materials into that renamed sub-folder:
 - Candidate's CV
 - CoE "Request for Research Startup Funding and Authorization to Offer" form
 - CoE Startup Package Spreadsheet (and quotes, if applicable)
 - CoE Research Lab Remodeling Spreadsheet
2. CoE Dean's Office (Assoc. Dean for Research) follows up with the department chair with any questions/clarifications.
3. CoE Dean's Office (Assoc. Dean for Research) creates a request in the campus's online recruit/retention tool and coordinates with the VCRGE/Provost offices on contributions to start-up package and (if applicable) research lab renovations.
4. Department chair is asked to approve the departmental funding commitment within the online system.
5. Department chair or department administrator uploads the draft offer letter into the Box sub-folder and sends an email to the Asst. Dean for Human Resources indicating that the letter is ready for review. NOTE: Please use the CoE offer letter template, which is available in your department's Box folder.
6. CoE Dean's Office (Asst. Dean for Human Resources) reviews the draft offer letter and posts the finalized version with the Dean's signature in Box. ***Department chair sends letter to candidate.***
7. CoE Dean's Office (Assoc. Dean for Administration/CFO) discusses any needed research lab renovations with the department chair and department administrator immediately after the offer letter is sent.
8. Department administrator posts the signed acceptance in Box as soon as the candidate has accepted the offer.