Process Overview for TTF Hiring (AY2017-18)

IHP-Approved TTF Hire

1. Search is proposed and approved via the Institutional Hiring Plan Process.
2. Search is launched and committee conducts initial steps, through point of selecting subset of candidate for campus interviews.
3. For Open/Associate/Full Professor searches or searches where startup is over $200,000, Deans have the **option** to get Provost advice/feedback on the candidates that the school/college wants to bring to campus. If feedback is desired, please send CVs to the Provost (banavar@uoregon.edu, cc'ing spratt@uoregon.edu, and provost@uoregon.edu).
4. Search committee conducts on-campus interviews (if applicable), selects finalist.
5. Dean submits all finalist materials to the Provost (banavar@uoregon.edu, cc'ing spratt@uoregon.edu, ashamble@uoregon.edu, and provost@uoregon.edu) for approval.
6. Provost reviews finalist materials, approves/declines/initiates additional conversation.
7. If approved, Dean or delegate contacts finalist, discusses elements of offer, coordinating with VPRI/OPAA where appropriate. Dean or delegate uses Term Sheet to document, sends Term Sheet and any addenda to OPAA (TTFOffers@uoregon.edu) for approval.
8. OPAA compares to expected values. If approved, OPAA generates contingent offer letter and adds addenda, sends pdf ("offer package") to Dean.
9. Dean reviews offer package, routes for signatures, and sends to candidate.
10. Finalist replies:
    a. If finalist negotiates, return to offer discussion (#7).
    b. If finalist declines, Dean notifies OPAA, returns to candidate selection (#5) or fails search, as appropriate.
    c. If finalist accepts, Dean's office forwards signed offer package to OPAA (TTFOffers@uoregon.edu) (and VPRI, if VPRI startup). Dean's office dispositions all candidates in MyTrack or updates HR if used AJO. OPAA works with HR to create MyTrack offer card.

TTF Direct Hire (Proposals for Target of Opportunity and TTF partners of TTF)
Process Objectives: ensure that all proposals get a thorough review and all elements (cost, space, etc) are considered, creating a record for tracking and transparency.

1. Dean submits proposal via the OPAA TTF Direct Hire process (https://forms.uoregon.edu/form/launch/uo-ttf-direct-hire-proposal) through https://forms.uoregon.edu
    a. In addition to the above, if a request is time sensitive, Deans may also notify the Provost via email (banavar@uoregon.edu, cc'ing spratt@uoregon.edu, ashamble@uoregon.edu, and provost@uoregon.edu) to bring attention to the request.
2. **On a weekly basis,** Provost will review TTF Direct Hire proposals and will determine whether to move forward and terms of approval (if applicable).
3. If Provost approves, Dean or delegate invites candidate to campus, conducts internal process including faculty vote.

4. If Dean supports and faculty vote to hire, Dean or delegate contacts finalist, discusses elements of offer, coordinating with VPRI/OPAA where appropriate. Dean or delegate uses Term Sheet to document and then sends Term Sheet and any addenda to OPAA (TTFOffers@uoregon.edu) for approval and generation of the contingent offer letter.
5. If approved, OPAA creates contingent offer letter and adds addenda, sends pdf ("offer package") to Dean.
6. Dean reviews offer package, routes for signatures, and sends to candidate.
7. Finalist replies:
    a. If finalist negotiates, return to offer discussion (#4).
    b. If finalist declines, Dean notifies OPAA that search has ended.
    c. If finalist accepts, Dean's office forwards signed offer package to OPAA. (TTFOffers@uoregon.edu) (and VPRI, if VPRI startup). Dean's office and OPAA work with HR to create MyTrack offer card.