

## UO Supplemental Hire Proposal Form

This form should be used to propose the hire of a TTF that was not included in the year's planned/approved TTF searches.

To propose a hire, submit this form via email – **accompanied by the candidate's CV**– to the Office of the Provost and Academic Affairs ([provost@uoregon.edu](mailto:provost@uoregon.edu)). Please type "HIRE PROPOSAL" in the email subject line. If the request is urgent, tag the email for high importance. The Office of the Provost and Academic Affairs (OPAA) will review and notify of next steps. Submit one form per person.

**Note:** While all details may not be known at the time of submission, please complete as much as possible, estimating or indicating "N/A" where necessary/appropriate. (It is acceptable to leave a line blank if the information is unknown or is not relevant to the hire type.)

### Requested Hire Type (Check All That Apply):

<input type="checkbox"/> <b>Target of Opportunity</b>	<input type="checkbox"/> <b>Multiple Hires from Search # _____</b>	<input type="checkbox"/> <b>Other</b> (Attach Description)
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### Proposed Hire Information:

Name: \_\_\_\_\_  
Current Position and Institution/Organization: \_\_\_\_\_  
Terminal Degree and Institution: \_\_\_\_\_

### Proposed Position Information:

Position: \_\_\_\_\_  
School/College: \_\_\_\_\_ Department/Unit: \_\_\_\_\_  
Expected Starting Date (or Term) of Initial Appointment: \_\_\_\_\_

### Justification for this hire (Brief description):

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### If successful, this hire will contribute to the university goal areas below as follows:

Enhancing Academic Quality	
Promoting Interdisciplinary Excellence	
Supporting Diversity, Equity, and Inclusion	
Increasing External Support	
Other (Describe)	

### Proposed Position Funding:

Note: It is understood that these numbers will be approximate; finalization will come at the time of offer.

Salary	Estimated OPE	Startup (if applicable for position) (\$ and description)

### Proposed Department/College Funding/Matching Commitment(s):

(\$ and description)
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**Allocated Space:** Please indicate the space needs and planned locations below, or needs that have yet to be defined.

<b>Faculty Office:</b> <input type="checkbox"/> Bldg. and room # _____ <input type="checkbox"/> TBD, internal source <input type="checkbox"/> TBD, need Central assistance
<input type="checkbox"/> <b>Faculty Lab/Studio/Unique Space:</b> Description: _____ <input type="checkbox"/> Bldg. and room # _____ <input type="checkbox"/> TBD, internal source <input type="checkbox"/> TBD, need Central assistance
<input type="checkbox"/> <b>Staff Office</b> (Lab Mngr, Post Doc, GTF, Other): # needed _____ <input type="checkbox"/> Bldg. and room # _____ <input type="checkbox"/> TBD, internal source <input type="checkbox"/> TBD, need Central assistance
<input type="checkbox"/> <b>Other:</b> (Please describe)

### Additional Resources for Funding Assistance:

The following programs are available, as appropriate, as resources for additional funding assistance. For information on each program and application processes, please follow the links:

- **OPAA Partner Programs** ([Career Partner Program](#), [Dual Career Bridge](#), [Dual Career Fellowship](#))
- [Underrepresented Minority Recruitment Program \(UMRP\)](#)
- [Initiative for Faculty Diversity](#)
- [Research & Innovation](#)

Please note any additional expectations as part of this hire (e.g., endowed chair).

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### Submitted by:

<i>Type or print name of Senior Finance Staff Member in Unit</i>	<i>Signature</i>	<i>Date</i>
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### Dean Approval:

<i>Type or print name of Dean</i>	<i>Signature</i>	<i>Date</i>
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**Initial Proposal Approved:** ☐ Yes ☐ Yes, with modifications (See below) ☐ No

<i>Provost or Senior Vice Provost for Academic Affairs</i>	<i>Signature</i>	<i>Date</i>
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**This initial approval allows hiring units to explore the possibility of a hire under the terms indicated above. Following a faculty vote, preparation of an offer will follow normal approval processes (department, Dean, Office of the Provost and Academic Affairs), after which the final agreement will be documented. Please notify the Office of the Provost and Academic Affairs of any status changes as soon as possible.**

### Approval Notes/Modifications

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