



Faculty Search Authorization, Salary Approval, 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 Position Funding 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#(99999999a 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.

Faculty Search Authorization Request

- ❖ If the pro forma is approved by PBO Leadership, the college can then submit a request for a position description to be reviewed by the Office for Faculty Advancement (OFA) for information completeness.
- ❖ The position description is submitted through the same workflow link. When answering the question about the request type at this step, the submitter should choose "Faculty Search Authorization Request." This will make a third question appear asking for the Request ID of the Faculty Position Funding Request. This ID is included in the email confirmation that the submitter received during the Faculty Position Funding Request Process.

2. Request Type? *

- 1. Faculty Position Funding Request
- 2. Faculty Search Authorization Request
- 3. Offer Letter
- 4. Fighting Fund
- 5. Dual Career Partner
- 6. Diversity Funding

3. Request ID of Faculty Position Funding Request *

- ❖ 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.

After both the Funding Request and the Search Authorization Request are approved, the unit may post the position to IES.

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 changes (even if the year changes)
- 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

Additional Processes Utilizing the Faculty Workflow

- ❖ **Faculty Retention, also known as the Fighting Fund.** Use the workflow to submit approval to make a retention offer to a faculty member, using [this form](#) and [these guidelines](#).
- ❖ **Dual Career Support.** Use the workflow to request Provost funding for dual career hiring support using [this form](#) and [these guidelines](#).
- ❖ **Diversity Incentive Funding.** Use the workflow to request Diversity Incentive Funding using [this form](#) and [these guidelines](#).

Contacts

- ❖ For process/content questions: Becky Farthing or [Office of Faculty Advancement](#)
- ❖ 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.



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