

STEPS FOR NON-TENURE RESEARCH TRACK
TARGETED SEARCHES
MAKE an OFFER and APPOINTMENT REQUESTS

ALL RANKS

Targeted Searches for a new faculty appointment on the Research Track are mainly internal hires (postdocs to faculty). Below is the general process for Offer and Appointment for Research Track Targeted Searches.

1. Have a targeted candidate designated for application.
2. The principal investigator (PI) submits to the assistant to the chair, a letter addressed the department chair requesting the position with the following candidate information:
 - a. Candidate's name.
 - b. Appointment title and rank.
 - c. Indicate if one-year or multi-year appointment.
 - d. Indicate if the appointment will be renewable or non-renewable.
 - e. Indicate start date.
 - f. The nature of the appointment including salary and funding for the position.
3. The PI submits position information to the assistant to the chair.
 - a. Position description.
 - b. Position qualifications.
4. The assistant to the chair creates a position in Interfolio and forwards it to the dean's designee for approval.
5. The dean's designee will approve the position or request corrections to the position.
6. The assistant to the chair will finalize the position in Interfolio and a URL web address will be created in Interfolio for the position.
7. The assistant to the chair will send the URL web address to the targeted candidate and determine an "open date" for the position in Interfolio.
8. The assistant to the chair should also discuss with the candidate other details of the application process, i.e., how the letters of reference (LORs) should be submitted.
9. The candidate will apply for the position in Interfolio.
10. Minimum required documentation the candidate must upload into Interfolio:
 - a. Updated CV
 - b. EEO information
11. The candidate must arrange to have a minimum of three (3) LORs sent directly to the assistant to the chair for upload into Interfolio. **OR**, if the LORs are required documents in Interfolio, the candidate must enter the names and email addresses of three (3) letter writers who will submit their LORs directly into Interfolio.
12. The PI's letter, addressed to the department chair requesting the appointment, will **not** be considered as part of the 3 letters of reference.
13. The targeted candidate will inform the assistant to the chair when they have completed the application in Interfolio.

14. Once the application is complete, the assistant to the chair will close the position in Interfolio and upload any documentation they have been collecting.
15. The assistant to the chair will inform the dean's office staff that the application is complete.
16. The assistant to the chair submits the **additional** required documents electronically to the dean's office staff for administrative review.
 - a. A copy of the draft Offer Letter. **NOTE:** *Assistants to the chair should check the shared BOX folder for the most current version of the Offer Letter template.*
 - b. A copy of the PIs letter requesting the position.
 - c. The chair's letter requesting the "make an offer" and the granting of the "appointment approval", upon the signed and dated acceptance of the offer.
 - d. **Funding Form** (RT12)

For all **one-year (1) offer and appointment requests**, the dean will review all the documentation and make a decision. For all **multi-year offer and appointment requests**, the dean will review the documentation and upon the dean's endorsement, forward the request through Interfolio to the provost for review and approval. The decision from the dean, and if applicable the provost, will be communicated to the assistant to the chair by the dean's office staff. If the decision is positive, the department can extend the offer. Upon receipt of the signed and dated Offer Letter, the department should continue with the appointment process.

RETURN to [Appointment Process](#) (Link back to Research Track Appointment on the webpage)