

INSTRUCTIONS

Units should develop a presentation and fill an Authorization to Recruit (ATR) form outlining hiring requests for tenure track (TT) and new non-tenure track (nTT) for 23/24 academic year and for new staff members for the FY 22/23 academic year.

NOTE

- *for TT hires requests should be submitted for searches occurring in 22/23 and hiring in 23/24*
- *for new nTT hires requests should be submitted for searches occurring in 22/23 and hiring in 23/24*
- *for new staff hires requests should be submitted for searches occurring in 22/23 and hiring in 22/23*

Presentations should provide an overview of the unit's mission and vision grounded in the practical, short-term needs necessary to sustain operations, achieve the vision, solve challenges and capitalize opportunities.

Presentation

Each presentation should address the following points (one slide each):

- [Strategic vision]: Strategic vision or guiding principles to fulfill the mission;
- [Activities]: Core and strategic activities;
- [Challenges and opportunities]: Challenges to operations and to the realization of the vision; opportunities;
- [Hiring plans within vision]: How the proposed hiring fits the vision, addresses challenges, and realizes opportunities;
- [Selection process and communication]: Hiring requests selection process, communication and transparency plan within the unit.

Deans should prepare for a 20 minutes long presentation followed by 15 minutes discussion. Deans can be accompanied by one budget person.

Authorization to Recruit (ATR) Form: Please see the [attached Excel file](#) and fill the ATR form taking into account the following considerations:

- Rank all requested hires (TT+nTT+staff) within a single priority list;
- Provide a brief justification for each request briefly indicating the strategy and need behind it;
- Prioritize existing commitments that the unit would like to honor and provide details about each commitment;
- Include hires that have been discussed with centers and institutes;
- Ensure that shared hires across units are mentioned in the ATRs of the collaborating units (and are prioritized properly in both requests);

Deadline: The deadline for submission is **March 25, 2022**. Please send completed powerpoints and ATR files to Darschay Harris, darschay.harris@stonybrook.edu. The Office of the Provost will begin scheduling unit meetings for April, with the expectation that by June 30, 2022, units will have approved hiring plans in place.