

January 24, 2023

West Campus Deans and Vice Provosts,

We are reaching out to initiate this year's Strategic Hiring Process.

Timeline. This year we are planning to have a single presentation session for all West Campus Deans and Vice Provosts to be scheduled some time between March 29-31 based on availability. Please keep these three days as open as possible over the next couple of weeks while we seek to schedule this meeting.

To prepare for this meeting, please submit the Authorization to Recruit (ATR) spreadsheet by March 15th and your final presentation by March 22nd. Across the ATR and your presentation, you will provide rankings within three distinct categories of a) TT/T faculty, b) NTT, and c) Staff; Based on last year's feedback, you do not need to combine these lists into a single ranked list. Please review and observe the guidelines provided for the ATR spreadsheets and the presentation.

Following the presentations, the Provost Office budget team and I will use the subsequent week to work through the requests and will likely be in touch to discuss any relevant decision points where I could benefit from further insight (e.g., cases where I am deciding between two of your requests that cut across the TT/T, NTT, and staff categories).

I will finalize my recommendations by April 6th and will provide them to the budget team in the Provost's Office at that time. Our budget team will then prepare our submissions to the Office of Budget Financial Planning & Analysis by April 14th. Finally, I will present these recommendations to the Senior Budget Executive Team (SBET) in May with their decisions hopefully coming in June at which point I will communicate the final results to you all and then to the Campus.

Please note, that this year I have sent a message to center and institute directors urging that they reach out to any relevant Deans by February 10 where they plan to propose a joint hire. Along these lines, it is crucial that any joint hires with other units come with awareness and agreement of that unit regarding the full nature of the request including the funding responsibility across units.

Guiding principles. Requests will be evaluated in the context of the unit's vision, its research and/or educational missions and needs, units and University budgetary conditions and existing University-wide initiatives. While a 1:1 correspondence will not be maintained, the number of authorizations will be impacted by the level of attrition in your unit.

We look forward to engaging with you in this process and working together for our university. Please do not hesitate to reach out to us if you have any questions in anticipation of your ATR submission or presentation. Wesam will be in touch shortly to begin scheduling and please direct questions to Diane Fischer and/or me as appropriate.

Carl Lejuez

Provost