



January 17, 2024

Center and Institute Directors,

I am writing to share some information for this year's Authorization to Recruit (ATR) process.

Centers/institutes will not have ATR presentations. Instead, we ask that you complete the ATR template by the deadline of March 11th. Instead of the more formal presentation, I am offering to meet with any of you prior to March 15th to discuss any aspects of your requests as you would find valuable. There will be other opportunities for discussion before the conclusion of the process as I outline below.

Regarding your submission of the ATR template, it is very important that you provide the detail requested. If you have questions, please reach out to our budget team. While we will review all requests carefully before making approvals, it is our goal to approve requests that you can fund fully from your existing budget taking mandatory inflationary costs into account. Positions that fully or even partially require new funds to your unit will be much more challenging in this budgetary climate. With that said, I will leave it to each of you to decide what you would like to request and we will provide full consideration to all requests.

One point that I would like to emphasize is the importance of a center/institute director communicating with the relevant deans for any possible hires with a tenure home and/or budgetary responsibility in a school/college. Doing so as soon as possible will allow the dean to include the joint hire in their ATR requests as well. You should include that hire in your ATR so you are able to provide the rationale and other details as you see fit, but it is certainly the case that positions requested by all units with a budgetary or other responsibility to that hire will be better positioned for funding. To help us avoid confusion we ask that you clearly indicate positions that are joint hires and which units will be participating as indicated in the instructions for the ATR worksheet. We ask that you have these communications by February 10th to facilitate those other units integrating your proposed joint hires into their requests.

Following our receipt of all materials by March 11th, we expect to make preliminary decisions by the end of March. During that time, you will have the opportunity to have further conversations with me prior to final decisions that I will submit in early April to the President's Office and Strategic Budget Executive Team (SBET). I expect to learn the final outcome of our requests by early summer and I will communicate to you all at that time and then to our broader community shortly after that.

It is my hope that the approach I've outlined above will streamline the process and limit confusion, while still giving you the support you need to advocate for your center/institute and make your requests.

Carl Lejuez
Provost

INSTRUCTIONS

Units should fill out an Authorization to Recruit (ATR) form outlining hiring requests for tenure track (TT) and non-tenure track (NTT) for 25/26 academic year and for staff members for the FY 24/25 academic year.

NOTE

- *for TT hires requests should be submitted for searches occurring in 24/25 and hiring in 25/26*
- *for NTT hires requests should be submitted for searches occurring in 24/25 and hiring in 25/26*
- *for Staff hires requests should be submitted for searches occurring in 24/25 and hiring in 24/25*

Authorization to Recruit (ATR) Form: Please see the attached Excel file and fill the ATR form considering the following:

- Rank all requested hires (TT/NTT + Staff) across two separate lists
- 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 (i.e. EIP approvals)
- 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)
- ***Review your unit's alternate funding sources and attrition before requesting new funding***

Deadline: The deadline for submission of your ATR spreadsheet is **March 11, 2024**, and **March 19, 2024**, for your presentation. Please send completed PowerPoints and ATR files to your respective Office of the Provost budget liaison at Provost_Acad_Admin_units@stonybrook.edu. The presentations will take place on March 21-22, 2024.