Stony Brook University

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SUNY

January 17, 2024

West Campus Deans and Vice Provosts,

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

Timeline. This year we will once again have two presentation sessions, one for all West Campus Deans and one for the Vice Provost. These events have been scheduled for March 21-22, 2024, respectively.

To prepare for this meeting, please submit the Authorization to Recruit (ATR) spreadsheet by March 11th and your final presentation by March 19th. Across the ATR and your presentation, you will provide rankings within two distinct categories of a) NTT and TT/T faculty and b) Staff. 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 and the budget team will then prepare our submissions to the Office of Budget Financial Planning & Analysis by March 29th. I will present these recommendations to the Senior Budget Executive Team (SBET) in April with their decisions hopefully coming late May at which point I will communicate the 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 10th 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 may 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.

Carl Lejuez

Provost

**FAR
BEYOND**

INSTRUCTIONS

Units should develop a presentation and fill 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***

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
- Plan for a 20-min presentation, with 15 minutes of questions
- You may be accompanied by a budget officer from your school/college
- Each presentation should address the following points (one slide each):
  - Strategic vision to fulfill your mission and achieve vision for your unit
  - Recent additions and losses in your unit that underlie your requests
  - Review of your process for making and communication your decisions with your units
  - Review of proposed hires (either line by line or focused on key lines) and how the proposed hiring fits the vision, addresses challenges, and realizes opportunities
- You may choose to deviate from the exact details/number of slides suggested but you cannot go over the allotted time

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.

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