

## **PROVOST OFFER LETTER/APPOINTMENT INSTRUCTIONS FOR DEPT AREA VP COORDINATORS/DEPT ADMINISTRATORS**

In order to support and track the official Provost Offer letter process for full-time faculty candidates, a Provost Offer Letter “**Form**” was created for both Tenure Track and Non Tenure Track offer letters. If the Department Approver/Department area’s VP Coordinator is not the individual responsible for extending the formal offer letter to the candidate, they must be cc’ed on the email with the offer letter sent to the selected candidate.

**The Provost Office VP Coordinator should not be listed on the offer letter email extended to candidate.**

### **OFFER LETTER “FORM” PROCESS FOR VP COORDINATOR/DEPARTMENT APPROVER:**

Once selected candidate is approved by the Provost/President, Provost VP Coordinator Team will inform the Department Area’s VP Coordinator through Interfolio Faculty Search Selection Approval Step, and provide VPC with the offer form “link” to the applicable full-time Tenure Track or Non Tenure Track offer form.

### **OFFER FORM STEP PROCESS FOR VPC COORDINATOR/DEPARTMENT APPROVER:**

Please click on offer form link provided. Please complete all entries of the Provost Offer form and then click “submit” at bottom of form. Your completed form will generate selected candidate’s official Provost Offer letter and a pdf of the offer letter will be emailed directly to you through our Provost Interfolio designated mailbox. Please check offer letter for accuracy; in case of error/typo, complete the form again. Once letter is accurate, email it to our designated mailbox [provost\\_interfolio@stonybrook.edu](mailto:provost_interfolio@stonybrook.edu) for Provost’s review and signature. Upon Provost’s signature, the “signed” official Provost offer letter will be emailed back to you from our designated mailbox, so you may extend the Provost’s official offer by email to selected candidate (add applicable cc’s when sending).

### **DEPT AREA VPC/DEPT APPROVER EXTENDS “SIGNED” OFFER WITH REQUIRED OFFER FORMS LINK TO SELECTED CANDIDATE:**

**Your offer email to selected candidate must include the official offer letter signed by the Provost, and the applicable required offer forms and policy link referenced below.**

The designated webpage on the Provost Office website has required forms and policies for the selected candidate to review, complete and sign. Only after the selected candidate returns completed and signed forms, you may submit candidate’s appointment paperwork to Dean, Provost and HR for final processing.

Please go to [Provost Interfolio Webpage](#) to **choose the applicable required "Offer Forms" for your offer type** (ex. Tenure Track- Academic Year Appointment).

**Provost Interfolio Webpage link:**

[https://www.stonybrook.edu/commcms/provost/interfolio/faculty\\_search.php](https://www.stonybrook.edu/commcms/provost/interfolio/faculty_search.php)

**REQUIRED OFFER APPOINTMENT FORMS:** New Faculty Hire/Rehire with more than one year break in service, must submit to Department Approver/Department Area VP Coordinator. List of Appointment forms include:

- Provost “signed” Official offer Letter
- Oath Form (Department Approver/Department Area’s VP Coordinator, please **type candidate’s name & title, Agency Name/Code- Stony Brook University/28050** on oath form before sending form to candidate with offer letter email)
- Employee Information Form
- Federal W-4 Form
- State IT-2104 Form
- Pre-Employment Background Form
- Prior Service Credit Request Form (Tenure Track Only)
- CV

(Note: New faculty member to complete I-9 form at start of employment)

**ONBOARDING STEPS:**

Once selected candidate accepts and signs the formal Provost offer, and completes, signs, and returns all required paperwork to the Department Approver, the Department Approver must complete the onboarding process:

- Background check/clearance (only for new hires or hires who had more than a one year break in service): the candidates completed and signed faculty application and pre-employment background form must be sent to [hrs\\_recruiting@stonybrook.edu](mailto:hrs_recruiting@stonybrook.edu). Once background check is cleared, HR Recruiting will send a “clearance” email to Department Approver/Department Area’s VP Coordinator
- PeopleSoft Input/Update “employee information form” & generate SBU ID for new hire
- Assign line # for candidate’s position if not already done so, and print hire/rehire PeopleSoft form
- Submit complete hire package for Dean’s office review. Upon Dean area approval, Dean’s office will submit hire package for Provost Office review/signature and submittal to Human Resource Services for final processing in PeopleSoft. Where there is no Dean, the VP Coordinator for the department will submit the hire package for Provost review.
- Attach a copy of both the department acknowledgment letter and Provost offer letter signed by candidate to Faculty Search “Internal Notes” section of position

**RECOMMENDATION TO HIRE PACKAGE SENT TO PROVOST MUST INCLUDE ABOVE REQUIRED FORMS & THE FOLLOWING ADDITIONAL DOCUMENTATION:**

- Dean’s/Director’s Endorsement memo to Provost
- Completed PeopleSoft Hire/Rehire form with authorized signatures. Please note 5 digit posting # in comments section of PeopleSoft form.
- Background Clearance from HR Recruiting
- Copy of approved Position Compensation Form
- Candidate’s Department Acknowledgment Letter
- Provost Official Offer Letter signed by candidate

**PLEASE EMAIL ALL FACULTY HIRE PACKAGES TO: [provost\\_reappointments@stonybrook.edu](mailto:provost_reappointments@stonybrook.edu) and include [janice.barone@stonybrook.edu](mailto:janice.barone@stonybrook.edu) & [janine.pearce@stonybrook.edu](mailto:janine.pearce@stonybrook.edu) on the email.**