



UNIVERSITY OF NORTH FLORIDA
Office of the Provost and Vice President of Academic Affairs /
Office for Research and Sponsored Programs (ORSP)

Procedure for Hiring Research Faculty at UNF

1. Principal Investigator (PI) requests position number from the Office of Research and Sponsored Programs (**ORSP**).
 - ORSP will verify agency and budget compliance as accepted in the awarded contract or grant and then email the PI the requested position number.
2. PI will generate an Academic Affairs (**AA**) “Faculty Packet”.
 - 3 Letters of Reference (Must be applicable to the position)
 - Current Curriculum Vita (resume)
 - Transcripts
 - New Hire Access Form
 - Letter of Offer (Assigned ORSP GAFM Coordinator can provide assistance, if needed) -see attached sample letter
 - PAF (Assigned ORSP GAFM Coordinator can provide assistance, if needed)
http://www.unf.edu/dept/humanres/forms/compensation/faculty_admin_support_paf.pdf
3. PI submits the packet to the Chair and Dean for review/approval.
4. PI submits the packet to ORSP for review/approval.
5. ORSP submits the packet to AA if approved. If not approved, the packet will be returned to the PI for correction.
6. AA reviews and approves the packet. If the packet is approved, signatures of the Associate Vice President and Provost are included on the letter of offer, which is then returned to the Dean’s Office. If not approved, the unsigned letter is returned to the Dean’s Office for correction by the PI.
7. Dean’s Office forwards the Letter of Offer to the PI.

8. PI sends the letter of offer to the potential employee to secure his/her signature. PI informs the individual to return the signed letter to the Dean's Office.
9. Dean's Office forwards the original signed Letter of Offer to AA and a copy to ORSP and the PI.
10. AA submits the PAF to Human Resources for processing, and so notifies the PI.
11. ORSP generates an Employment Contract. ORSP will collect the signatures for the Employment Contract, forward completed signed copies to the Dean, PI and faculty member. The original Employment Contract will be maintained in ORSP.

Attachment A – Sample Letter of Offer

Letterhead

Date

Name
Address

SUBJECT: Visiting Faculty Appointment

Dear Dr. Last Name:

I am pleased to offer you an appointment as a *12-month, non-tenure earning visiting faculty* in the *COLLEGE*, for the period DATE, through DATE. Your annual salary for the contract period at 0.XXX FTE will be \$XXXXXX.

This offer is contingent upon the following items being current and on file in UNF Office of Academic Affairs:

- Three letters of reference,
- An official copy of the transcript for your highest degree,
- A current Vita/Resume

If you accept this appointment, please sign the attached copy of this letter and return it to the *DEPARTMENT*. You will receive a formal contract at a later date.

We are delighted at the prospect of having you as a member of our administrative team and we trust that you will find UNF an exciting place to build a career.

Sincerely,

PI

DEAN

Via: _____
Office of Research and Sponsored
Programs

Joann N. Campbell, Associate
Vice President for Academic Affairs

Offer Accepted:

Dr. *RESEARCH FACULTY NAME*