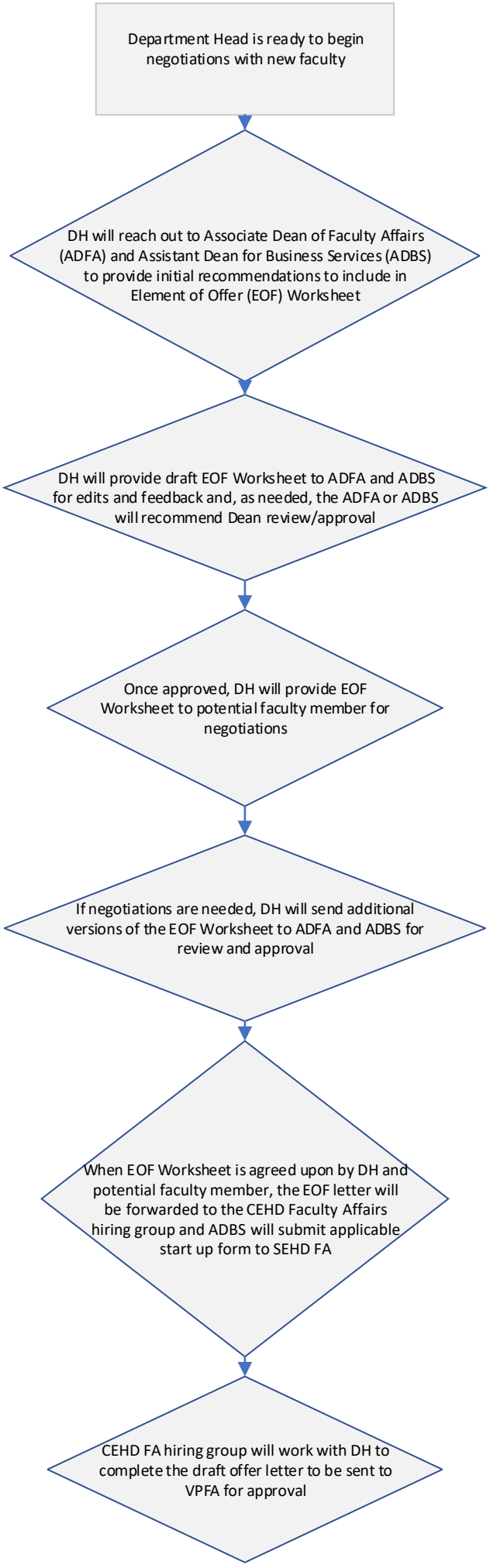
Department Head is ready to begin negotiations with new faculty
DH will reach out to Associate Dean of Faculty Affairs (ADFA) and Assistant Dean for Business Services (ADBS) to provide initial recommendations to include in Element of Offer (EOF) Worksheet
DH will provide draft EOF Worksheet to ADFA and ADBS for edits and feedback and, as needed, the ADFA or ADBS will recommend Dean review/approval
Once approved, DH will provide EOF Worksheet to potential faculty member for negotiations
If negotiations are needed, DH will send additional versions of the EOF Worksheet to ADFA and ADBS for review and approval
When EOF Worksheet is agreed upon by DH and potential faculty member, the EOF letter will be forwarded to the CEHD Faculty Affairs hiring group and ADBS will submit applicable start up form to SEHD FA
CEHD FA hiring group will work with DH to complete the draft offer letter to be sent to VPFA for approval