

**SLCL Hiring Processes**  
**Tenure-stream and Specialized Faculty**  
**Revised: September 2024**

**Search Process once department is ready to offer the position:**

- EO will submit all required documents to SLCL HR. SLCL HR does suggest that these documents be collected throughout the process so as not to slow down the collection of information at the proposed hire step.
  - Letter addressed to the Dean which includes the following: proposed hire name, title, tenure code (tenure system only), salary offer, start date, any comments about the request not already contained in the narrative, amount of time for decision on offer. This letter does not need to include assessments from the narrative.
  - Status codes for each applicant (please use attached capture as a reference)
  - Copies of all ads placed by the unit
  - Application Screening/Evaluation Criteria used by search committee
  - Interview questions/criteria for finalists
  - Good faith efforts spreadsheet (see attached GFE blank copy and sample sheet)
  - Search narrative from committee with EO recommendation added at the end of the document
  - Letters of reference

SLCL HR to submit this request for college review. SLCL HR will complete the appointment form and it will be routed to LAS Hiring for HR and Dean review.

- LAS Hiring will review the proposed hire request; questions will be addressed to SLCL HR, EO and Director; once approved by LAS, the request will be submitted to the Office for Access & Equity for review.
- An approval email from OAE will arrive to SLCL HR- once that approval is received the school can send out an offer. **Please note that OAE approval is needed before an official written offer can be extended.**
- Offer Letter will come from SLCL Director. You will be cc'ed as well as Antony Augoustakis. [lascollegehiring@illinois.edu](mailto:lascollegehiring@illinois.edu) will be bcc'ed in the message.
- Once the offer letter is sent, the EO sends the department/supplemental letter. Please remember, this letter cannot go until the SLCL offer letter is sent.
  - Please find below what should be included in a supplemental letter. I have shared this information with you previously.
  - Also, please make sure when you send the supplemental letter to cc the following:
    - SLCL Director
    - Brian Keyes
    - Mariah Redmon
    - Antony Augoustakis
    - [lascollegehiring@illinois.edu](mailto:lascollegehiring@illinois.edu)

**Supplemental letter: [Please make sure you refer to this letter department supplemental letter and not as an Offer Letter]**

The points below are also listed in the School's website under "Searches":  
<https://slcl.illinois.edu/resources/faculty-and-staff-resources/human-resources-forms-and-information/searches>

1. Teaching load, courses to teach, course releases if any.
2. Start package.
3. Research opportunities offered at the campus level (i.e. Campus Research Board, HRI, Unit for Criticism, etc.).
4. Moving expenses (please follow wording from the university below)
  - a. **The wording should be one of these two options:**

**If the department wants to provide a flat amount of relocation assistance, not necessarily based on actual expenses and receipts and the amount to be processed as payroll, you will state:**

*"a onetime relocation payment of \$XXXX processed directly to you after your first regular paycheck. This assistance is taxable income and the appropriate withholding from your pay will be applied."*

**If the department wished to reimburse based on actual expenses and receipts, you will state:**

*"You will be reimbursed for expenses to cover the cost of your relocation up to \$[amount of payment], processed directly to you after approval of the expenses. This assistance is taxable income and the appropriate withholding for your pay will be applied."*

5. Office/equipment
6. If applicable, any teaching release offered to support research development