

April 30 ————— *2024*

Dana LeCuyer
Amanda Lovins

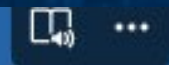
UF|IFAS
UNIVERSITY of FLORIDA

Tuesdays with HR

Faculty Offer Process for Tenure and Non-tenure Track Searches

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Pre-Verbal Offer Form



Pre-verbal offer form

IMPORTANT NOTE:


Upon submission of this form, UF/IFAS HR will contact the candidate to complete the Research/Research Support screening process (if applicable) and the relevant Dean(s) for their approval.

If final negotiated new hire package differs from the amounts listed below, please be aware that a revised pre-verbal offer form must be submitted for approval before requesting an offer letter.


Hi, Dana. When you submit this form, the owner will see your name and email address.

* Required


1. Requisition number

* 

530999

2. Final candidate's name * 

Al E. Gator

3. Is this a new or a revised pre-verbal offer request? * 

New request

Revised request

4. CV (Non-anonymous question) * 

 test CV.docx

File number limit: 1 Single file size limit: 100MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

5. Proposed title

* 

Assistant Professor

6. Proposed salary range (refer to position detail form for approved range) * 

95-98,000

7. Proposed startup amount from all sources; source(s) of funding are required (refer to position detail form for approved range)

Please remember to include departmental, college, and UF support where applicable.

* 

100,000 from IFAS SVP, 100,000 from VP for Research

Best practice: Consider asking candidates at interview stage what their start-up needs would be

8. What other special conditions are you requesting to be included in the offer (e.g. moving allowance, instructional/research support personnel, etc)?

(n/a if not applicable)

*

Moving expenses \$2,500

9. Does the candidate have any relatives working in IFAS? *

Yes

No

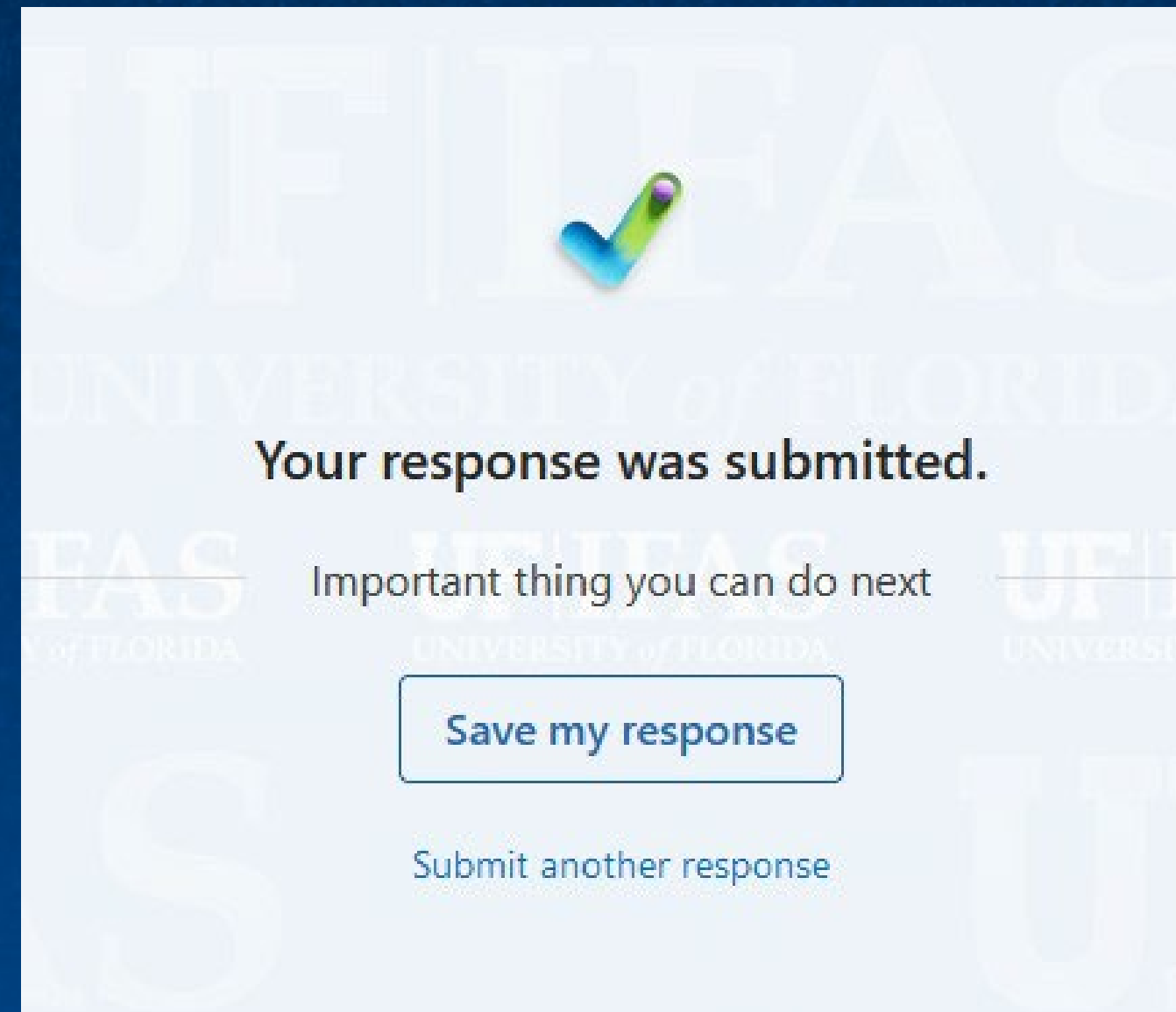
10. What is the relative's name and the name of their department? *

Ally Gator

Send me an email receipt of my responses

Submit

Forgot to click 'email me a copy of my response' on the previous page?



Second chance here – hit the Save my response button!

Behind the Scenes

IFAS HR initiates Researcher Screening process as soon as the Pre-verbal offer form is approved

Pre-verbal offer form sent via Docusign to IFAS Finance and Deans (tenure track go to all 3, non-tenure track according to TRE split

BOTH steps must complete before verbal offer can be made

IFAS HR notifies when each completes, but HRLs can view status in Docusign/PageUp

IMPORTANT! If information is 'TBD' or final number is outside the range(s) on the pre-verbal offer form, the unit must re-submit the form to have the altered terms approved. Consider - we don't know what the candidate wants at this stage, but we should know the salary/startup budget.

Next Step

Verbal offer/negotiations and discussions about work authorization/visa

Please note - this is the first stage that we can legally ask more than what is on the application form (Are you a US Citizen or eligible to work in the US?; Will you need sponsorship in the future?)

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Offer Letter Request

Faculty Offer Letter Request - updated


January 2024

Please note - a copy of the unit's letterhead (Word format) is required.


Please be aware that if the start-up and/or salary differs from the amount(s) on the approved pre-verbal offer form, a revised pre-verbal offer form must be submitted for approval before this form is submitted.

Hi, Dana. When you submit this form, the owner will see your name and email address.

* Required

1. Unit/department leader's name and email address * 

Herbert Alligator; alligator@uf.edu

2. I certify that the Pre-verbal offer form (<https://forms.office.com/r/xwvbRWu8nj>) has been approved and that the terms/amounts contained therein are the terms I wish to appear in the offer letter. * 

Yes

No

Next

Page 1 of 4

2. I certify that the Pre-verbal offer form (<https://forms.office.com/r/xwvbRWu8nj>) has been approved and that the terms/amounts contained therein are the terms I wish to appear in the offer letter. * 

Yes

No

3. Please re/submit the Pre-Verbal offer form (<https://forms.office.com/r/xwvbRWu8nj>) prior to submitting a request to initiate the faculty offer letter.

* 

Yes

Submit

Page 1 of 4

* Required

Candidate Information

3. Candidate's official name (Last, First, MI)

*

Al E. Gator

4. Candidate's email address (where you want the letter sent) *

al.e.gator@uf.edu

5. Candidate's UFID (enter N/A if not applicable) *

N/A

6. Candidate's salary to be listed in offer letter:

(Please note that if this is outside the range on the approved pre-verbal offer form, a revised form must be submitted before the offer letter request.) *

97,000

7. What will the start-up package be?

Please include all funding sources and amounts. Please refer to the pre-verbal offer form for approved amounts/range.


*

100,000 from IFAS SVP
75,000 from VP for Research

6. Candidate's citizenship status? * 


US citizen or permanent resident

Foreign national

7. Are you requesting a spousal accommodation (dual career hire)? * 

Yes

No


8. What is the status of the spousal accommodation (dual career hire)? * 

Approved recruitment waiver on file

Back


Next

Page 2 of 4

6. Candidate's citizenship status? * 

US citizen or permanent resident


Foreign national

7. What is their visa type and status? * 

H1B

8. Amount of department support for immigration costs * 

5,000

9. Are you requesting a spousal accommodation (dual career hire)? * 

Yes

No

Back

Next

Page 2 of 4

* Required

Specific position information



10. Requisition number *

530999

11. Proposed hire effective date? *

8/16/2024



12. Do you need a courtesy appointment before the hire effective date? (IFAS courtesy faculty policy : <https://go.ufl.edu/c498gvo>) *

Yes

No


13. Position rank if advertised for multiple (n/a if not applicable) *

n/a

14. Are you requesting tenure upon hire? * 

Yes

No

15. Is the tenure home department different from the hiring unit? * 

Yes

No

N/A

16. What is the tenure home department chair's name and email? *



Other Gator, other.gator@uf . edu

Back

Next


Page 3 of 4 

* Required

Offer Letter Information

UF/IFAS HR will draft the offer letter. A copy will be sent to the unit for review before UF/IFAS HR enters it into Docusign for official signatures.

17. Supervisor of new hire (name and email)

* 


Nile Crocodile; nile.croc@uf.edu

18. Names of other employees to be cc'ed in Docusign

* 

Caiman Yacaré , caiman@uf.edu

19. Copy of unit's letterhead

(Non-anonymous question) * 

 test letterhead.docx

File number limit: 1 Single file size limit: 10MB Allowed file types: Word

Back

Submit

Page 4 of 4 

Behind the Scenes

Faculty Offer Letter Request form sent to IFAS Salesforce.

As long as all details match the pre-verbal offer form, Offer Letter generated.

Offer letter will have all details submitted in pre-verbal and offer letter form.

Draft of Offer Letter will be sent to Unit for final review, letter will then be routed in DocuSign by IFAS HR.



**Update Position Data
(Pre-hire)**

Update Job Data - Sept 2022



NEW PROCESS Sept 2022:

Before entering the hire ePAF, the unit must enter an ePAF to update Position Data:

Position number must be active.

Position title must be correct.

Add TRE to Summary of Position Roles & Responsibilities.

Use this EXACT format:

DOH:mm/dd/yyyy,T:0.00,R:0.00,E:0.00,A:0.00

Failure to use the exact format will result in the data not being able to be pulled into the report.

After the TRE, enter a space then add the Duties and Responsibilities from the Position Announcement. The standard, generic material should be deleted.

**We're done,
right?**

NOPE!

Prevent hire ePAF delays by
submitting by submitting a close-
out form when the offer letter has
been fully signed.

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Happy Hiring!