

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’d 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 Dean Area’s VP Coordinator through Interfolio Faculty Search Selection Approval Step, and VPC will complete the offer form “link” process to the applicable full-time Tenure Track or Non Tenure Track offer form. Please contact your VPC Dean or Provost Office VPC team for assistance if needed.

OFFER FORM STEP PROCESS FOR VPC COORDINATOR/DEPARTMENT APPROVER:

Please complete all entries of the Provost Offer form link 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 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/Faculty Search Offer Forms](#) to **choose the applicable required "Offer Forms" for your offer type** (ex. Tenure Track, Non-Tenure Track, Expedited, Annual Appointment).

ONBOARDING STEPS:

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

- Background check/clearance (only for new hires or hires who had more than a one year break in service): For a background check request, the Department Administrator must send directly to hrs_recruiting@stonybrook.edu the candidate's name and email address. Once HR Recruiting receives the background check email, HR Recruiting will email a link directly to the candidate who will use the link to complete the required forms for the Truescreen background check process. Once background check is complete, HR Recruiting will send a “clearance” confirmation email to the Department Administrator.
- Pre-Employment: Add Data for New Employee & Create an SBU ID #, Please view [DoIT Instructions](#)

- Assign a line # for candidate's position if not already done so, and complete hire/rehire PeopleSoft form
- Submit the complete hire package for Dean's office review. Upon Dean/Director approval, the Dean/Director's Area VP Coordinator will review and submit the hire package to the Provost Office at provost_reappointments@stonybrook.edu for review and submittal to Human Resource Services for final processing in PeopleSoft.

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

- Provost "signed" Official offer Letter
- Oath Form (Department Approver/Department Area's VP Coordinator, please **add candidate's name & title, Agency Name/Code # (Stony Brook University/28050)** to oath form before sending form to candidate with offer letter email)
 - Employee Information Form
 - Federal W-4 Form
 - State IT-2104 Form
 - Prior Service Credit Request Form (**Tenure Track Only. Not applicable to expedited tenure appts.**)
 - CV
 - I-9 form [I-9 Instructions](#)

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

- Dean's/Director's Endorsement memo to Provost
- Completed PeopleSoft Hire/Rehire form with authorized signatures. Please note the 6 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 RECOMMENDATION TO HIRE PACKAGES TO: provost_reappointments@stonybrook.edu and include janice.barone@stonybrook.edu & janine.pearce@stonybrook.edu on the email.