2022 Institutional Hiring Plan Proposal Process & Format
(for TTF Searches that will launch in AY2022-23)

This memo describes the process and format in which the provost would like to receive your proposals for the 2022 Institutional Hiring Plan (IHP).

Overall context for the 2022 IHP is described at https://provost.uoregon.edu/ay2022-23-institutional-hiring-plan. The 2022 IHP process is intended to be data-informed; as usual, each proposal should be supported by references to institutional metrics (https://provost.uoregon.edu/institutional-metrics), including both operational metrics and mission metrics. Proposals are expected to address the quality or degree of excellence of the program or department in which a hire is being proposed and provide persuasive rationale. While, aside from the "Proposal Description" section, OtP considers IHP submissions to be confidential, they are still subject to public records requests and should be framed accordingly.

Proposals will be required to use the 2022 IHP proposal template (information at https://provost.uoregon.edu/ay2022-23-institutional-hiring-plan#template). For the current version of the template, and for guidance on how to fill it out, please see https://provost.uoregon.edu/ay2022-23-institutional-hiring-plan#documents.

There will be two types of proposals for this year's IHP: traditional and those tied to the Provost's Strategic Initiative on Environment or the Provost's Strategic Initiative on Sport & Wellness (see Evaluation Criteria Recap below for details).

As a reminder, deans are expected to review their school's or college's proposals, and to prioritize them before sending materials to the provost for IHP consideration. This year, the provost requests that deans forward only those proposals that warrant provost review, and that they communicate that part of the process with their faculty accordingly.

> **Evaluation Criteria Recap**
> Each proposal must describe how a hire in the designated area would:
> - Clearly map to the strategic vision and needs of the university and college or school.
> - Contribute to the inclusive mission of the institution across the areas of teaching and student success, service, and research and creative activity.
>
> Proposals should also describe how a hire would do one or more of the following:
> - Contribute to growth in national and international leadership of the university within the proposed field.
> - Help catalyze excellence in new areas of research or creative activity; maintain or strengthen established premier areas of research or creative activity; or draw together multiple areas of research or creative excellence.
> - Grow and/or maintain areas of demonstrated prospective/future undergraduate student interest.
> - Grow and/or maintain successful graduate programs where there is faculty capacity for building areas of excellence and/or new programs of particular institutional need.
>
> **In addition to the above,** proposals that are tied to the Provost's Strategic Initiative on Environment (https://environment.uoregon.edu/ihp-criteria) or the Provost's Strategic Initiative

on Sport & Wellness (https://sportwellness.uoregon.edu/ihp-criteria) must describe how the search will contribute to the development and success of that specific initiative, referring to the appropriate linked Initiative-specific criteria.

Overall Submission Format

Each school/college/division will submit a cover memo explaining how the proposed TTF searches fit into their strategy and vision for their school or college. For each proposed search, the school/college/division will complete one row in the TTF Search Proposal Spreadsheet and will use the 2022 IHP proposal template to submit a proposal describing the recommended position and reasoning, addressing each of the criteria outlined above.

Note: Unless otherwise determined by the dean, searches that remain pending from the 2021-22 search year and those that were discontinued due to insufficiently diverse applicant pools will be automatically considered in the 2022 IHP process in February 2022. While deans will not be required to submit new proposals for these continuing searches, the provost may request updated supporting data. Deans must prioritize each potential continuing proposal in the TTF Search Proposal Spreadsheet.

School/College/Division Cover Memo
Each Dean will submit a cover memo that:
- Briefly describes the school/college/division proposal process, including how faculty were involved.
- Explains how these proposed searches fit into the strategy and vision of the dean and the university.
- Elaborates on multi-year plans and their implications.

Proposal
Proposals must be submitted in the format provided in the 2022 IHP proposal template (https://provost.uoregon.edu/ay2022-23-institutional-hiring-plan#documents). It is expected that the proposal will make a clear, concise case for the proposal using institutional metrics, including both operational metrics and mission metrics. Proposals must also be accessible to people outside the discipline (e.g. deans, faculty advisory group).
Each search proposal should be numbered incrementally with proposal numbers starting with "P22-" (e.g. "P22-SOMD-01"), for tracking and cross-referencing purposes during the proposal window.

TTF Search Proposal Spreadsheet (for reference purposes, information in green is also included in the proposal):
- **Search Data tab:**
  Initial information from all 2021-22 searches has been pre-loaded, and is indicated by grey background shading. Please update details (startup, etc). Please delete rows for searches that are not in your school/college. Also delete if a search has completed successfully.
  - **Search Specifics**
    - **Proposal Number** – *number each proposed search incrementally (e.g. P22-COE-01), for tracking and cross-referencing purposes during the proposal window.*
    - **School/College Search Priority** – *Search priority relative to other proposed searches in college or school. Rank proposals in order of priority, where 1 is highest.*

- - **(CAS Only) Divisional Search Priority** - *Search priority relative to other proposed searches in CAS Division. Rank proposals in order of priority, where 1 is highest.*
  - **School/College/Division**
  - **Initiative/Cluster/Node (if applicable)** (Central/Multi-School Collaboration/School/College)
  - **Priority within Initiative/Cluster/Node** - *Search priority relative to other proposed searches in Cluster/Node. Rank proposals in order of priority, where 1 is highest.*
  - **Department/Program**
  - **Requested TTF Specialty**
  - **Requested TTF Rank**
  - **2021 IHP Number** – *As mentioned above, 2021-22 search information has been pre-loaded and is indicated by* grey background shading. *If a search has completed successfully or is not in your school or college, please delete that row.*
- **Financing and Space (If Central Assistance is requested, or coordination with other units is needed for any of the following, elaborate here):**
  - Estimated Startup Range
  - Main Startup Source *(VPRI, school/college, department, etc)*
  - Anticipated Faculty Office Location
  - Anticipated Lab/Studio/Other Unique Space: Type and Location
  - Anticipated Space Renovation Expenses *(Indicate source and whether amount is included in or separate from Estimated Startup)*
  - Additional Space Needs, if necessary *(e.g. Lab Manager, Post Doc, GE, Other)*
- **Search Context**
  - Is this request related to a contract non-renewal or negative tenure decision? If so, indicate name and date.
  - Is this request aligned with a current or recent retirement/resignation? If so, indicate name and date.

- **Known TTF Departures tab:**
  List the TTF in School/College/Division who have signed up to be in Phase 1 TRP in the next 3 years (Phase 1: signed up for TRP but not yet in "600 Hours"), or who have informed UO that they are departing for other reasons. *This is not an exercise in requesting information; please only relay what you have officially been informed by the faculty member. If no information to enter, please indicate "N/A".*

Submission Process

Deans' offices will submit the dean's cover memo and TTF Search Proposal Spreadsheet, along with each proposal (using the 2022 IHP Proposal Template) as a separate PDF. The filename of each proposal PDF will begin with the proposal number that corresponds to the related row in the TTF Search Proposal Spreadsheet. The Office of the Provost will contact deans in early 2022 with additional specifics on the submission process. Submissions are due by **February 4, 2022.**