# 2023 Institutional Hiring Plan Proposal Process & Format

(for TTF Searches that will launch in AY2023-24)

This memo describes the process and format in which the provost would like to receive proposals for the 2023 Institutional Hiring Plan (IHP).

Overall context for the 2023 IHP is described on the [Provost Office website.](https://provost.uoregon.edu/ay2023-24-institutional-hiring-plan) IHP proposals must consider diversity, equity, and inclusion and be data-informed, including references to [institutional metrics.](https://provost.uoregon.edu/institutional-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 are required to use the 2023 IHP proposal template**. For the current version of the template, and guidance on how to fill it out, please see the [Template and Template Guidance documents.](https://provost.uoregon.edu/ay2023-24-institutional-hiring-plan#proposal)

Proposals for this year’s IHP include traditional proposals and those tied to the Environment Initiative or Sport & Wellness Initiative (see Evaluation Criteria Recap below for details).

As a reminder, the COE dean is expected to review all COE proposals, and to prioritize them before sending materials to the provost for IHP consideration. At the provost’s request, Dean McIntyre will forward only those proposals that warrant provost review.

## Evaluation Criteria Recap

Each proposal must describe how a hire in the designated area would clearly map to the strategic vision, values, and needs of the university (see [priorities](https://president.uoregon.edu/priorities-and-initiatives) and [inclusion](https://provost.uoregon.edu/inclusion)) and the unique priorities of the college or school. Proposals should also describe how a hire would do one or more of the following:

* Contribute to growth or maintenance of excellence in national and international leadership of the university within the proposed field.
* Help catalyze inclusive 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.
* Proposals tied to the [Environment Initiative](https://environment.uoregon.edu/ihp-criteria) or the [Sport & Wellness Initiative](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 initiative-specific criteria outlined on the initiatives pages.

## Proposal

Proposals must be submitted in the format provided in the [2023 IHP proposal template.](https://provost.uoregon.edu/ay2023-24-institutional-hiring-plan#documents) It is expected that the proposal will make a clear, concise case for the search; consider diversity, equity, and inclusion; and be data-informed. Proposals must also be accessible to people outside the discipline (e.g. deans, faculty advisory group).

# Submission Process

The COE Deans offices will submit all IHP submissions as a package with a dean’s cover memo and TTF Search Proposal Spreadsheet, along with each proposal (using the 2023 IHP Proposal Template) as a separate PDF. Submissions are due by **February 3, 2023.**

**College of Education IHP 2023 Focus:**

While Dean McIntyre will consider strong proposals from Departments that meet any of the evaluation criteria listed in this document, and that align with the needs of the college, for the 2023 IHP submission, the College of Education will be prioritizing the following criterion:

* *Grow and/or maintain areas of demonstrated prospective/future undergraduate student interest.*

**College of Education Process and Timeline**

* Department Heads will discuss COE IHP priorities November 17th 2022.
* Formal calls to COE faculty issued November 29th 2022.
* Department heads will work with their faculty to develop IHP proposals and complete the required IHP [template form](https://provost.uoregon.edu/ay2023-24-institutional-hiring-plan#proposal) for each position deemed responsive to the priorities of the IHP.
* Department Heads will submit completed template forms to Dianna Carrizales-Engelmann, and Laura Lee McIntyre by *January 15th 2023.* (For independent review by Dean’s office, submit by January 5th, 2023).
* Department heads and Dean will jointly evaluate all proposals over the week of January 16th, 2023.
* COE Dean will submit the COE’s final ranked list of proposals for submission to the IHP before the IHP position request deadline of *February 3rd, 2023*.