

## **ADMINISTRATIVE PROCEDURE - College of Agriculture and Natural Resources**

**Sub-unit:** College of Agriculture and Natural Resources  
**Subject:** Processing of New Tenure/Tenure Track Faculty Hires  
**Revised/Approved:** April 4, 2019

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The Chair of the academic department will work with their Business Manager/Director of Administrative Services to determine the funding available and position number for filling of a tenure/tenure track faculty position in the unit.

The Department Chair will then engage the Dean in discussions regarding the proposed faculty hire based on department need and any salary funding if needed. Typically, these will be positions already outline with the Dean in the departments faculty staffing plan.

The University strives for a diverse set of employees in order to develop a high-performing, engaged community. Search Committees are expected to be diverse, particularly with respect to race/ethnicity and gender. Hiring Officials are expected to consult with the Equity Administrator before the Search Committee is identified.

Once the Dean has agreed to the filling of the position, the department would proceed with the eTerp process for hiring. After a search is completed along with an Equity Review, the Dean should be contacted by email for approval to make a contingent offer and start-up negotiations by the Chair. The email to the Dean should include a summary of the reasons for hire, anticipated starting salary, and any other commitments being requested from the Dean, Provost, and VPR (eg. Diversity Recruitment). Approval will include a cc to the Assistant Dean for Finance and the Assistant to the Dean.

When the Dean's approval to make an offer is granted and candidate negotiations have been verbally agreed to, contingent upon University approval, the department should submit the following in DRAFT form for initial review. Letter of Intent and UMCP Agreement links below are provided for suggested language. Many departments have included language particular to the department. Both documents should include the appointment split between Academics, Research and Extension. The documents should be emailed to Dan Ramia, Patti Nitowitz, and Jessica Vernon for review:

- a. Letter of Intent (LOI): <http://www.provost.umd.edu/pers-bud/Forms/>
- b. UMCP Agreement (this will be included with the LOI to be signed and returned for Chair and or Dean signature):  
[https://faculty.umd.edu/policies/apt\\_forms.html](https://faculty.umd.edu/policies/apt_forms.html)
- c. Justification if the offer includes a base salary above the max allowed
- d. CV
- e. Provost Start Up Request Form: <http://www.provost.umd.edu/pers-bud/finpolanalysis/>
- f. AGNR excel start up form: [Here](#)

g. Detailed backup supporting Equipment and Renovation expenses requested in start up

The documents will be uploaded into a google doc folder by the Administrative Services Office and labeled "department initials/last name, first name of candidate). Example: PSLA Doe, Jane. Sharing and editing rights will be given to the Dean, Assistant to the Dean, Assistant Dean for Finance, and the two Assistant Directors. Document review will occur in five business days. Upon review by the Assistant Directors, recommendations for corrections or modifications will be communicated with the Directors of Administrative Services or unit Business Manager. Updated documents should be returned to Administrative Services Office for final review. Once the Assistant Dean has been notified that all documents have been corrected and uploaded into Google Doc's, allow one week to transmit to the Provost and VPR office. Approval from the Provost and VPR normally occurs within five business days

The Dean or his designee will inform the Department Chair to proceed with the formal offer if it is within normal ranges for the department. If the salary is above the maximum for that rank of position or the start-up package is significantly above the norm for the department, then Provost and VPR approval will be requested prior to the LOI and UMCP Agreement being sent to the candidate.

Once final approval is received, the Department Chair and Director of Administrative Services or Business Manager will be notified. The department will then go into eTerp and change the posting to "final" as well as any other eTerp requirements to close out the search.

If the candidate is exceptional in their field and qualifies as a diversity or minority hire then the following should be submitted to the Dean and Assistant Dean for Finance. Traditional Provost support for exceptional diversity or minority hires has been between \$10,000 and \$20,000. The Department Chair prepares a justification for provost support of a diversity/minority hire and submits to the Dean and Assistant Dean along with a copy of the individual's CV. The Assistant Dean will submit to the Provost Office for review by the Provost.