

INSTRUCTIONS

Centers and Institutes (C&I) should develop a presentation.

Depending on their budgetary situation, existing commitments, and agreements with colleges, C&I may submit an Authorization to Recruit (ATR) form outlining hiring requests for tenure track (TT) and new non-tenure track (nTT) for 23/24 academic year and for new staff members for the FY 22/23 academic year.

NOTE:

- *for TT hires requests should be submitted for searches occurring in 22/23 and hiring in 23/24*
- *for new nTT hires requests should be submitted for searches occurring in 22/23 and hiring in 23/24*
- *for new staff hires requests should be submitted for searches occurring in 22/23 and hiring in 22/23*

Presentations should provide an overview of the C&I mission and vision, present its research activities and grant/research revenue generation, outline the challenges and opportunities. The budget plans should be grounded in the practical, short-term needs necessary to sustain operations, achieve the vision, solve challenges and capitalize opportunities.

Presentation

Each presentation should address the following points (**one slide each**):

- [Strategic vision]: Strategic vision or guiding principles to fulfill the mission;
- [Activities]: Research activities, funding and outreach;
- [Challenges and opportunities]: Challenges to operations and to the realization of the vision; opportunities;
- [Budget plans within vision]: How the proposed budget request (or hiring requests) fit the vision, addresses challenges, and realizes opportunities;
- [Selection process and communication]: Budget requests selection process, communication and transparency plan within the C&I and with partnering units.

The C&I director should prepare for a 15 minutes long presentation followed by a 10 minutes discussion. The C&I director can be accompanied by one budget person.

Authorization to Recruit (ATR) Form: Please see the attached Excel file and fill the ATR form taking into account the following considerations:

- Rank all requested hires (TT+nTT+staff) within a single priority list;
- Provide a brief justification for each request briefly indicating the strategy and need behind it;
- Prioritize existing commitments that the unit would like to honor and provide details about each commitment;
- Mention the partnering colleges and departments;
- Ensure that shared hires across units (C&I, colleges and departments) are mentioned in the ATRs of the collaborating academic units (and are prioritized properly in both requests).

Deadline: The deadline for submission is April 1st, 2022. Please send completed powerpoints and ATR files to Darschay Harris, darschay.harris@stonybrook.edu. The Office of the Provost will begin scheduling the meetings for April, with the expectation that by June 30, 2022, units will have approved hiring plans in place.