

INSTRUCTIONS

Units should develop a presentation and fill an Authorization to Recruit (ATR) form outlining hiring requests for staff members for the FY 23/24 academic year. (*searches occurring in 23/24 and hiring in 23/24*)

Presentations should provide an overview of the unit's mission and vision grounded in the practical, short-term needs necessary to sustain operations, achieve the vision, solve challenges and capitalize opportunities.

Presentation

- Plan for a 15-min presentation, with 10 minutes of questions
- You may be accompanied by a budget officer from your unit
- Each presentation should address the following points (one slide each):
 - Strategic vision to fulfill your mission and achieve vision for your unit
 - Recent additions and losses in your unit that underlie your requests
 - Review of your process for making and communication your decisions with your units
 - Review of proposed hires (either line by line or focused on key lines) and how the proposed hiring fits the vision, addresses challenges, and realizes opportunities
- You may choose to deviate from the exact details/number of slides suggested but you cannot go over the allotted time

Authorization to Recruit (ATR) Form: Please see the attached Excel file and fill the ATR form considering the following:

- Rank all requested hires
- 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
- Ensure that shared hires across units are mentioned in the ATRs of the collaborating units (and are prioritized properly in both requests)
- Review your unit's alternate funding sources before requesting new funding

Deadline: The deadline for submission of your ATR spreadsheet is **March 15, 2023**, and **March 22, 2023** for your presentation. Please send completed PowerPoints and ATR files to Darschay Harris, darschay.harris@stonybrook.edu. The Office of the Provost will begin scheduling the presentations that will take place between March 29-31, so please hold these dates open.