

Overview of Offer Letter Approval Process

	NEW CFUPs, RBHS Instructor, RBHS Lecturers and NTT with no start-up or research space*	Proposed -TT/TE and offers with start-up or research space needs*
Approval Reviewer:		
Faculty Affairs (Meredith Mullane)	X	X
Provost(s) (Jeff Carson and/or Pat Fitzgerald-Bocarsly)	X	X
SVC AA&R (Bishr Omary)		X
Chancellor (Brian Strom)	X	X
Timeline:	normally within 5 business days	normally within 7 business days

* If an offer includes an annual 12-month salary greater than \$500,000, an executive incentive or is a clinician with a salary of 50% or greater of the relevant benchmark, it will require review by Kathy Bramwell and, in some instances, UEC, OGC, Board Secretary and/or UHR.