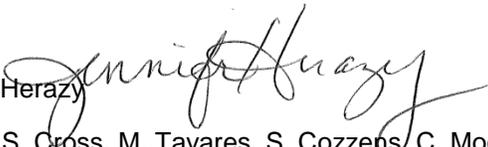




# Georgia Institute of Technology

Office of the Provost and Executive Vice President for Academic Affairs

Date: November 19, 2012  
To: Deans  
From: Jennifer Herazy   
Copy: R. Bras, S. Cross, M. Tavares, S. Cozzens, C. Moore, C. Sehat, College Faculty Affairs Representatives  
Subject: Authorization to Negotiate with Faculty Candidates

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One of the most significant roles that the Provost and Chief Academic Officer fulfills at the Institute is to ensure the quality of our faculty and the integrity of the hiring processes. Toward that end, we are seeking to find the best time to engage the Provost into the hiring process and at the same time minimize the administrative burden upon the Deans and their staff. The following criteria are provided to guide you on how to consult the Office of the Provost prior to negotiating with faculty candidates.

For junior (assistant or associate professor, non-tenured) faculty hires, it is only necessary to seek authorization from the Office of the Provost to make an offer or negotiate with a junior candidate in the following instances:

- The position or offer is beyond on your approved annual hiring plan and resources;
- The total start-up and renovation funds required to secure the offer will exceed \$500K.

For senior (full professors, endowed position holders, school chairs, and/or tenure-upon appointment) faculty hires, the college should seek authorization from the Provost's Office to negotiate with a candidate.

All requests for authorization to negotiate should be sent via email to Dr. Bras (provost@gatech.edu), Monique Tavares (monique@gatech.edu), and me (jennifer@gatech.edu) and include the following items.

- the anticipated salary range to be offered,
- estimated start-up and renovation costs,
- a few words about the candidate's strengths and anticipated impact, and
- the candidate's CV.

We will attempt to turn requests around quickly, but if the circumstances are urgent, please call the office (5-2700) to bring the urgency to our attention.

These guidelines are intended to bring clarity, consistency, and simplicity to a practice that many colleges already follow. The authorization to negotiate with a candidate is not the same as approval of the hire. The Office of the Provost reserves final approval of the faculty hire based upon the submission of a complete faculty hiring package. As always, please let me know if you or your staff needs any clarification.

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