Tuesdays with HR
Faculty Offer Process for Tenure and Non-tenure Track Searches
Pre-Verbal Offer Form
Pre-verbal offer form

IMPORTANT NOTE:

Upon submission of this form, UF/IFAS HR will contact the candidate to complete the Research/Research Support screening process (if applicable) and the relevant Dean(s) for their approval.

If final negotiated new hire package differs from the amounts listed below, please be aware that a revised pre-verbal offer form must be submitted for approval before requesting an offer letter.

1. Requisition number
   * [ ]
   S30999

2. Final candidate's name
   * [ ]
   Ali E. Gator

3. Is this a new or a revised pre-verbal offer request?
   * [ ]
   New request
   [ ] Revised request
Best practice: Consider asking candidates at interview stage what their start-up needs would be.
8. What other special conditions are you requesting to be included in the offer (e.g. moving allowance, instructional/research support personnel, etc)?

(n/a if not applicable)

Moving expenses $2,500

9. Does the candidate have any relatives working in IFAS?

- Yes
- No

10. What is the relative’s name and the name of their department?

Ally Gator

Send me an email receipt of my responses

Submit
Forgot to click ‘email me a copy of my response’ on the previous page?

Second chance here – hit the Save my response button!
IFAS HR initiates Researcher Screening process as soon as the Pre-verbal offer form is approved

Pre-verbal offer form sent via Docusign to IFAS Finance and Deans (tenure track go to all 3, non-tenure track according to TRE split

Both steps must complete before verbal offer can be made

IFAS HR notifies when each completes, but HRLs can view status in Docusign/PageUp

IMPORTANT! If information is ‘TBD’ or final number is outside the range(s) on the pre-verbal offer form, the unit must re-submit the form to have the altered terms approved. Consider - we don’t know what the candidate wants at this stage, but we should know the salary/startup budget.
Next Step

Verbal offer/negotiations and discussions about work authorization/visa

Please note – this is the first stage that we can legally ask more than what is on the application form (Are you a US Citizen or eligible to work in the US?; Will you need sponsorship in the future?)
Offer Letter Request
Faculty Offer Letter Request - updated
January 2024

Please note - a copy of the unit's letterhead (Word format) is required.

Please be aware that if the start-up and/or salary differs from the amount(s) on the approved pre-verbal offer form, a revised pre-verbal offer form must be submitted for approval before this form is submitted.

Hi, Dana. When you submit this form, the owner will see your name and email address.

1. Unit/department leader's name and email address *

   Herbert Alligator; alligator@uf.edugu

2. I certify that the Pre-verbal offer form (https://forms.office.com/r/xwvbRWu8nq) has been approved and that the terms/amounts contained therein are the terms I wish to appear in the offer letter. *

   - Yes
   - No

3. Please re/submit the Pre-verbal offer form (https://forms.office.com/r/xwvbRWu8nq) prior to submitting a request to initiate the faculty offer letter.

   - Yes

Submit
**Candidate Information**

3. Candidate's official name (Last, First, MI) *(Required)*
   - Al E. Gator

4. Candidate's email address (where you want the letter sent) *(Optional)*
   - ale.gator@uf.edu

5. Candidate's UFID (enter N/A if not applicable) *(Optional)*
   - N/A

6. Candidate's salary to be listed in offer letter:
   *Please note that if this is outside the range on the approved pre-verbal offer form, a revised form must be submitted before the offer letter request.* *(Required)*
   - 97,000

7. What will the start-up package be?
   Please include all funding sources and amounts. Please refer to the pre-verbal offer form for approved amounts/range.
   *(Required)*
   - 100,000 from IFAS SVP
   - 75,000 from VP for Research
6. Candidate’s citizenship status? *
- [ ] US citizen or permanent resident
- [ ] Foreign national

7. Are you requesting a spousal accommodation (dual career hire)? *
- [ ] Yes
- [ ] No

8. What is the status of the spousal accommodation (dual career hire)? *
- Approved recruitment waiver on file

9. Are you requesting a spousal accommodation (dual career hire)? *
- [ ] Yes
- [ ] No

7. What is their visa type and status? *
- [ ] H1B

8. Amount of department support for immigration costs *
- 5,000
10. Requisition number *  
530999

11. Proposed hire effective date? *  
8/16/2024

12. Do you need a courtesy appointment before the hire effective date? (IFAS courtesy faculty policy:  
https://go.ufl.edu/c498gvo) *  
- Yes  
- No

13. Position rank if advertised for multiple (n/a if not applicable) *  
n/a
14. Are you requesting tenure upon hire? *

- Yes
- No

15. Is the tenure home department different from the hiring unit? *

- Yes
- No
- N/A

16. What is the tenure home department chair's name and email? *

Other Gator, other.gator@uf.edu
Offer Letter Information

UF/IFAS HR will draft the offer letter. A copy will be sent to the unit for review before UF/IFAS HR enters it into DocuSign for official signatures.

17. Supervisor of new hire (name and email)
   * Nile Crocodile: nile.croc@uf.edu

18. Names of other employees to be cc'd in DocuSign
   * Caiman Yacare: caiman@uf.edu

19. Copy of unit’s letterhead
    (Non-anonymous question) *
    ![test letterhead.docx]

   File number limit: 1  Single file size limit: 10MB  Allowed file types: Word

Back  Submit

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Behind the Scenes

Faculty Offer Letter Request form sent to IFAS Salesforce.

As long as all details match the pre-verbal offer form, Offer Letter generated.

Offer letter will have all details submitted in pre-verbal and offer letter form.

Draft of Offer Letter will be sent to Unit for final review, letter will then be routed in DocuSign by IFAS HR.
Update Position Data (Pre-hire)
NEW PROCESS Sept 2022:

Before entering the hire ePAF, the unit must enter an ePAF to update Position Data:

- Position number must be active.
- Position title must be correct.
- Add TRE to Summary of Position Roles & Responsibilities.

Use this EXACT format:

DOH:mm/dd/yyyy,T:0.00,R:0.00,E:0.00,A:0.00

Failure to use the exact format will result in the data not being able to be pulled into the report.

After the TRE, enter a space then add the Duties and Responsibilities from the Position Announcement. The standard, generic material should be deleted.
We’re done, right?

NOPE!

Prevent hire ePAF delays by submitting a close-out form when the offer letter has been fully signed.
Happy Hiring!