

**LETTER OF INTENT (LOI)**  
**Division of Clinical Sciences**

DEPARTMENT CHAIR/ FAO

Initiates LOI  
(Upon receipt of finalized "REQUEST TO HIRE")

ACADEMIC AFFAIRS

Review for series, title code, X & X', provide recommendation on edits

DEPARTMENT CHAIR/ FAO

Review, edit, finalize, and sign

DEAN

Approve & sign LOI

DEPARTMENT CHAIR

Route to candidate for review and signature