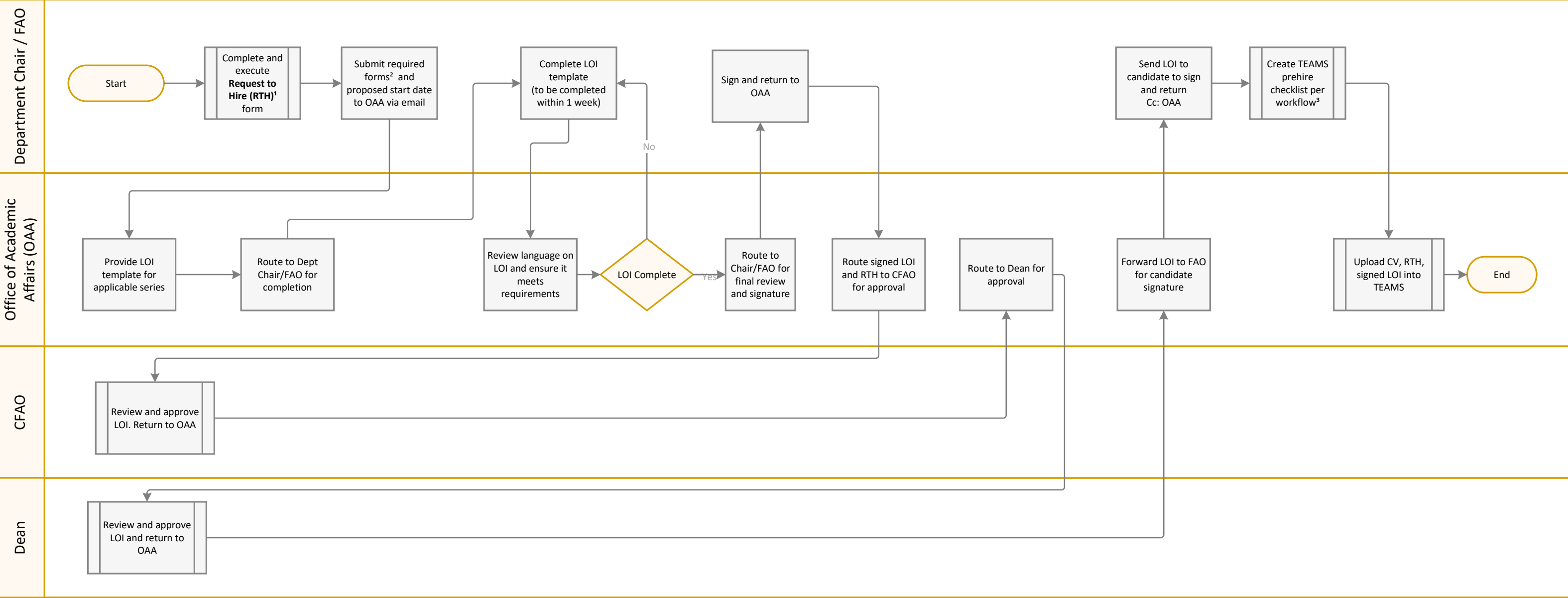


Letter of Intent (LOI) Process

Purpose: The purpose of this process is to outline the requirements and responsibilities for processing a Letter of Intent (LOI).



Notes:  
<sup>1</sup>See page 2 & 3 for forms  
<sup>2</sup> Profoma – is required for Clinical new hires only. Request to Hire (RTH) – is required for both Senate and Clinical new hires  
<sup>3</sup> Document can be found on the Process Improvement SharePoint site: <https://medsch2.sharepoint.com/sites/PID/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FPID%2FShared%20Documents%2FAcademic%20Pre%2DHire%20and%20On%2DBoarding&viewid=b0bb3259%2D5624%2D46bd%2D9669%2D8928c3a0b4d7>

Note: Editable version of this form can be found on the Process Improvement SharePoint site: <https://medsch2.sharepoint.com/sites/PID/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FPID%2FShared%20Documents%2FACademic%20Affairs&viewid=b0bb3259%2D5624%2D46bd%2D9669%2D8928c3a0b4d7>

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Note: Editable version of this form can be found on the Process Improvement SharePoint site: <https://medsch2.sharepoint.com/sites/PID/Shared%20Documents/Forms/AllItems.aspx?id=%2FSites%2FPID%2FShared%20Documents%2FAcademic%20Affairs&viewid=b0bb3259%2D5624%2D46bd%2D9669%2D8928c3a0b4d7>