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).

Start

- Complete and execute Request to Hire (RTH) form
- Submit required forms¹ and proposed start date to OAA via email
- Complete LOI template (to be completed within 1 week)

End

- Route signed LOI and RTH to CFAO for approval
- Route to Dean for approval

Office of Academic Affairs (OAA)

- Provide LOI template for applicable series
- Review language on LOI and ensure it meets requirements
- LOI Complete
- Route to Chair/FAO for completion
- Route signed LOI and RTH to CFAO for approval
- Route signed LOI to candidate to sign and return Cc: OAA
- Create TEAMS prehire checklist per workflow³

Dean

- Review and approve LOI and return to OAA

Notes:
¹See page 2 & 3 for forms
² Profoma – is required for Clinical new hires only. Request to Hire (RTH) – is required for both Senate and Clinical new hires

CFAO

- Sign and return to OAA
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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=b0bb3259-5624-46bd-9669-8928c3a04d7
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