

## INSTRUCTIONS

Units should complete an Authorization to Recruit (ATR) form outlining hiring requests for tenure track (TT) and non-tenure track (NTT) for 24/25 academic year and for staff members for the FY 23/24 academic year.

### NOTE

- *for TT hires requests should be submitted for searches occurring in 23/24 and hiring in 24/25*
- *for NTT hires requests should be submitted for searches occurring in 23/24 and hiring in 24/25*
- *for Staff hires requests should be submitted for searches occurring in 23/24 and hiring in 23/24*

**Authorization to Recruit (ATR) Form:** Please see the attached Excel file and fill the ATR form considering the following:

- Rank all requested hires (TT+NTT+Staff) across three separate lists
- Provide a brief justification for each request briefly indicating the strategy and need behind it
- Prioritize existing commitments that the unit would like to honor and provide details about each commitment
- Ensure that shared hires across units are mentioned in the ATRs of the collaborating units (and are prioritized properly in both requests)
- Review your unit's alternate funding sources before requesting new funding

**Deadline:** The deadline for submission of your ATR spreadsheet is **March 15, 2023**. Please send completed ATR files to Darschay Harris, [darschay.harris@stonybrook.edu](mailto:darschay.harris@stonybrook.edu).