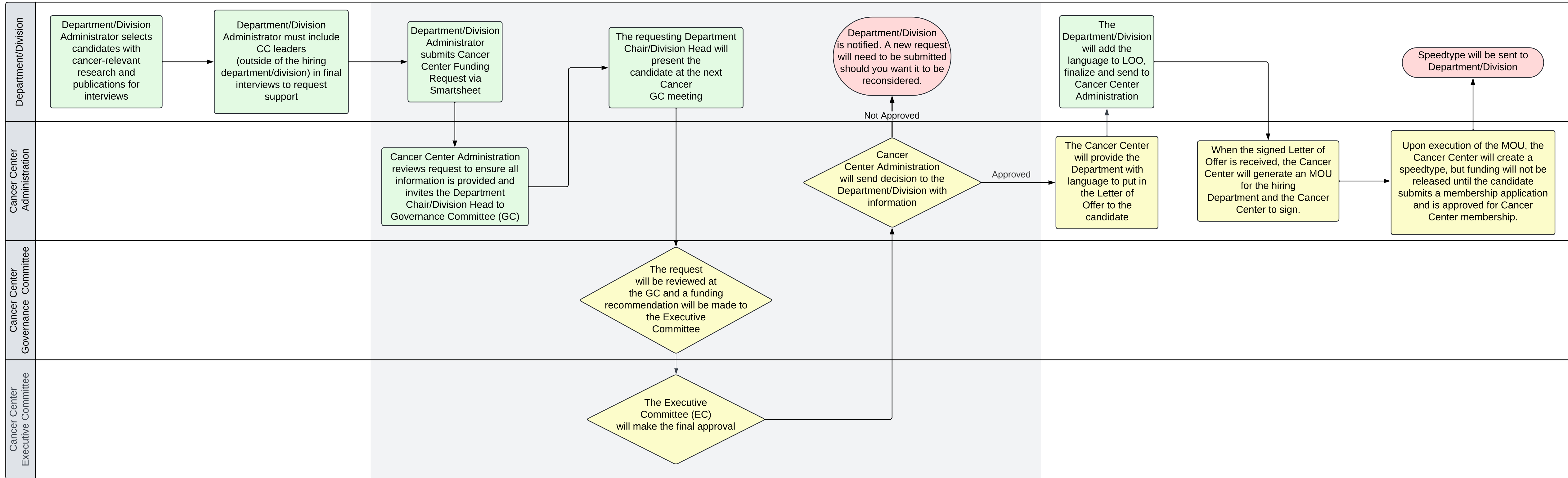




# Cancer Center Faculty Recruitment Funding Requests Process



Review can take 4 -8 weeks depending on the timing of the Governance Committee meetings (1/m.) and the Executive Committee meetings (2/mo.) and when the request is received



- If Cancer Center leadership has not been involved by the final interview process, the funding request will be deprioritized and will need thorough justification to be considered for funding
- GC Meeting is hybrid (remote or in-person) and presentation will be ~ 5 minutes
- GC meetings occur monthly on either the second Tuesday (PM) or second Friday (AM) of each month
- The EC meets bi-monthly on the first Friday (AM) and the third Tuesday (PM) of the month
- Information on Cancer Center Membership can be found [HERE](#)



## Cancer Center Faculty Recruitment Funding Requests Process

Timeline	Department/Division	Cancer Center	Notes
Candidate Interviews	<p>One or more candidates selected for interviews has cancer-relevant research and publications</p> <p>Fill out the <a href="#">Faculty Recruitment Request</a> form via Smartsheet</p>	To request Faculty Recruitment Support from the Cancer Center, you must include its leaders (outside of the hiring department/division) in final interviews	<p>Leadership found <a href="#">HERE</a></p> <p>If Cancer Center leadership has not been involved by the final interview process, the funding request will be deprioritized and will need thorough justification to be considered for funding</p> <p>Form found <a href="#">HERE</a></p>
Review can take 4-8 weeks depending on the timing of the Governance Committee meetings (1/mo.) and the Executive Committee meetings (2/mo.) and when the request is received	The requesting Department Chair/Division Head will be asked to present the candidate at the next Cancer Center Governance Committee (GC) meeting	Cancer Center Administration reviews the request to ensure all information is provided and invites the Department Chair/Division Head to the GC	<p>Presentation is ~5 minutes</p> <p>Meeting is hybrid (remote or in-person)</p>
	No action is needed by the department/division.	The request will be reviewed at the GC and a funding recommendation will be made to the Executive Committee	GC meetings occur monthly on either the second Tuesday (PM) or second Friday (AM) of each month
		The Executive Committee (EC) will make the final approval	The EC meets bi-monthly on the first Friday (AM) and the third Tuesday (PM) of the month
Signed letter of offer	The Department will add the language and return the signed Letter of Offer to the Cancer Center	<p>The Cancer Center will notify the Department of the decision via email.</p> <p><b>If approved</b>, the Cancer Center will provide the Department with language to put in the Letter of Offer to the candidate</p>	
MOU completion	Upon execution of the MOU, the Cancer Center will create a speedtype, but funding will not be released until the candidate submits a membership application and is approved for Cancer Center membership.	When the signed Letter of Offer is received, the Cancer Center will generate an MOU for the hiring Department and the Cancer Center to sign.	Information on Cancer Center Membership found <a href="#">HERE</a>