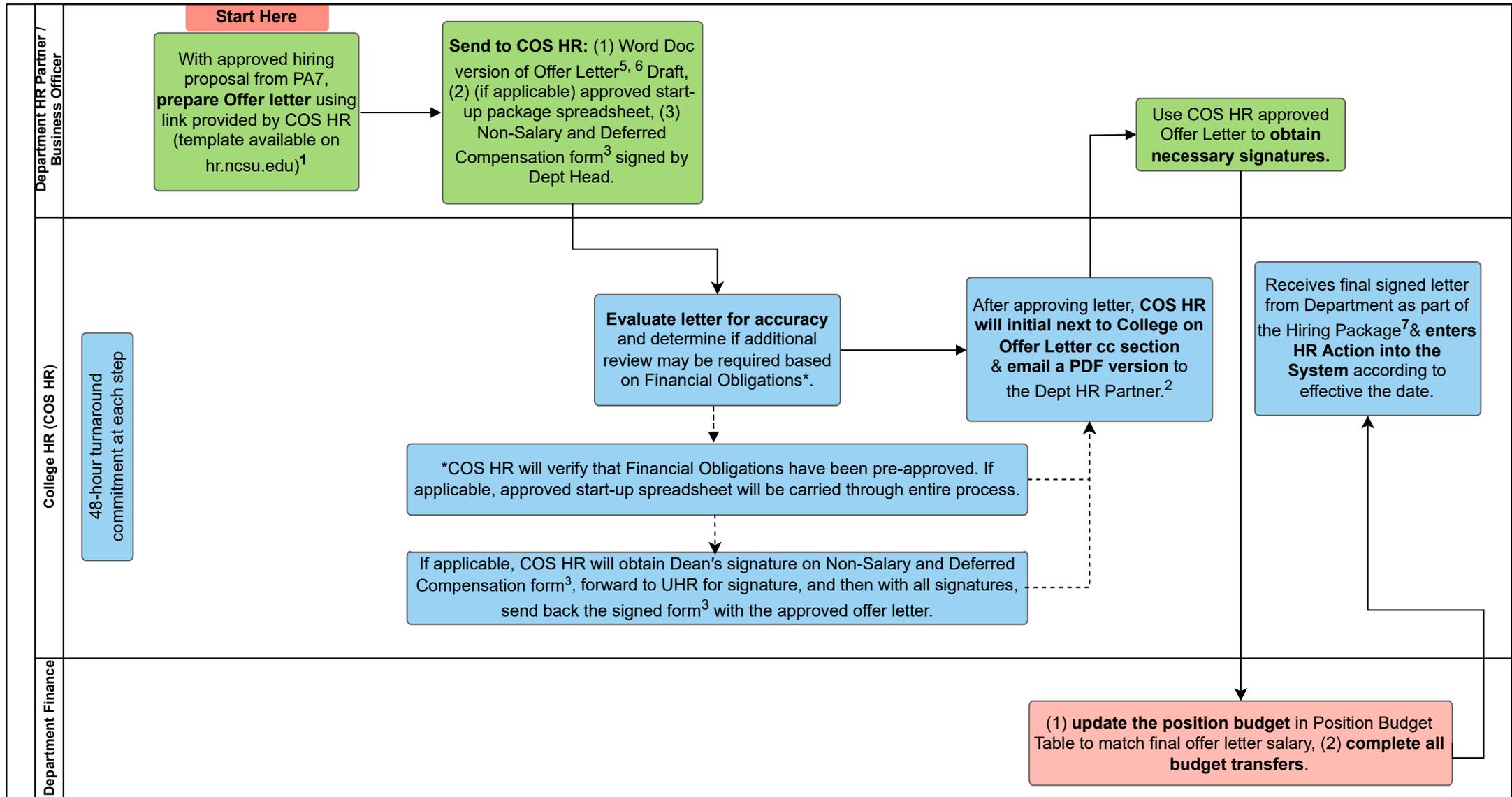


# PROCESS MAP FOR HR.02.02 OFFER LETTER PROCESS



**Associated Links:**

1. If the offer letter is part of a CFEP Cluster Hire, include title & accompanying information within and signature line for Provost will need to be added. Additional review required by Provost's Office.
2. For letters that require Dean's signature, the Dean will not sign if it does have COS HR employee initials or the department head signature.
3. Copies of the fully signed and finalized letter/memo should be sent by COS HR to FHA.
4. [Non-Salary and Deferred Comp Form](#) for EHRA employees only
5. [Offer Letter and Change Notification SOP](#)
6. [EHRA Letter Templates, Post Doc Letter Template](#)
7. [SHRA Letter Templates](#)
8. [COS New Hire/Transfer Form for Permanent Appointments](#)