

SUNY Empire Innovation Program
Candidate Approval Guidelines
(as of January 6, 2025)

This document outlines the guidelines of the approval process for EIP faculty candidates.

- All hires must be approved by the SUNY Office of Research, Innovation and Economic Development (ORIED) **prior** to their start of employment. Requests must be submitted to eip@suny.edu.
- We recognize the strong sense of urgency that comes along with faculty recruitment. Candidate approval requests will be placed on a fast track once all necessary information (see list below) is submitted. Our goal is to be as responsive as possible. Please be explicit in your request if a determination is needed by a specific date.
- In addition, if needed to facilitate the hiring process, the approval may be requested for multiple potential candidates for the same position before the campus search committee process is complete.
- To ensure that the review is streamlined, the following information must be provided for each proposed candidate:
 - EIP project number and/or project title
 - Proposed position, department, and tenure status (i.e. tenure-track, tenured, non-tenure track)
 - Curriculum Vitae
 - ORCID iD
 - List of active and completed sponsored research funding (Please use [this template](#).)
 - Letters of reference, letters of support, or other supporting material
 - If the candidate should be considered as an Early Career Scholar (if applicable in the RFP under which the award was approved)
 - For joint awards - Letter from the other campus expressing support in hiring the candidate
- Candidates are eligible for EIP funding only after approval by the SUNY ORIED. Once the approved hire is onboard, the institution must complete and submit a Hiring Confirmation Form and a signed appointment letter. The institution must also provide a budget indicating the allocations to support the approved hire. Funding will be distributed after the start date of the approved hire in accordance with the rules as set forth in the award year's RFP.
- The SUNY ORIED reserves the right to deny funding for hires made without prior approval. In such instances, institutions would be solely responsible for any start-up funding promised to candidates as part of their appointment package.

Questions can be directed to eip@suny.edu. Thank you in advance for your cooperation.