

## FACULTY RECRUITING CHECKLIST

### Helpful Links:

- [Provost Recruiting Website](#) - Regular, Temporary, Specialized Searches & Committee guidelines.
- [DFCAS - Memos and Forms](#) – All necessary forms, except RT which must be requested and approved by Associate Dean Kelvin White
- [Interfolio](#): Log-In
  - [Creating and Managing Positions](#)
  - [Creating and Managing Applicants](#)
  - [Position Creation](#) - Webinar
  - [View Referral Sources](#) - see where people are finding your position

### Helpful Contacts:

- [DFCAS - Academic Personnel Management \(APM\)](#) – Contact Amy Little (ext.2090) or Meagan Bray (ext. 3127) or email ([DFCASPersonnel@ou.edu](mailto:DFCASPersonnel@ou.edu)) if you have any questions.
- [Interfolio Training](#) - Karen Horne ([khorne@ou.edu](mailto:khorne@ou.edu))
- [IEO Representative](#) - Dayna Gifford ([dgifford@ou.edu](mailto:dgifford@ou.edu))

**After** submitting your RFRA or RT Faculty Instruction Request form to the DFCAS Academic Personnel Management Team and receiving an approval you will need to follow the steps below to complete the process. **RT applications** approved that already has a candidate selected can proceed to step 7.

### Next Steps:

1. **Review the Provost Recruiting guidelines** – see link above
2. **Establish a Search Committee**: The role of the search committee is to do the following:
  - a) **Actively build** a qualified and diverse applicant pool. Do not merely wait to see who applies!
  - b) **Provide** a long-list of candidates to recommend to faculty members of the department. Provide details on why they would contribute to advancing your department's strategic plan.
  - c) **Submit** the appropriate search committee form to APM ([DFCASPersonnel@ou.edu](mailto:DFCASPersonnel@ou.edu)) Attn: Megan Bray. There will be in-person Provost required training (Date TBD).
3. **Approval and Posting of Your Position**:
  - a) **Advertisement**: Provide a draft, as a Word file, to APM ([DFCASPersonnel@ou.edu](mailto:DFCASPersonnel@ou.edu)) Attn: Amy Little for review.
  - b) **Upload Position Materials**: Once you have received preliminary approval of the ad, upload it to Interfolio along with search committee information. Contact Amy Little ext. 52090 or

Megan Bray ext. 53127 with questions. To schedule a training session on how to use Interfolio, contact Karen Horne (khorne@ou.edu) in the Provost's Office.

c) **Approval:**

- i) Once Associate Dean White has approved the submission, the Dean's Office will forward it through Interfolio for approval by the Provost and Institutional Equity Office (IEO).
- ii) After reviewing the job ad and search committee composition, the Provost's Office will provide an IEO search number and notify the dean and department that the advertisement is approved. At this time, the search committee may begin listing the ad externally. (Non-Ranked Renewable Term searches are not submitted for IEO approval and do not receive IEO numbers.)

- d) **External Advertising:** Approved ads will be publicly listed on [HigherEdJobs.com](https://www.higheredjobs.com), [InsideHigherEd.com](https://www.insidehighered.com), [UniversityJobs.com](https://www.universityjobs.com), and the [OU Faculty Recruitment site](https://www.ou.edu/faculty-recruitment). **Note:** Do not use Taleo for Regular Faculty job ads, applicants apply through ByCommittee. For external advertising your primary contact will be Tonya Iman (tonya.iman@ou.edu). However, if she is unavailable for an extended period you can also reach out to Lori Granec (lgranec@ou.edu). Departments may pay for external ads on a university Pcard.

4. **Evaluating Candidates – IEO Requirements:**

- a) **BEFORE** screening begins you must submit the evaluation screening criteria to IEO representative Dayna Gifford (dgifford@ou.edu) for approval.
- b) Each submission should correlate directly to its respective approved ad.

5. **Interviews:** Once the search committee identifies the top candidates (typically three), email the items listed below to DFCASPersonnel@ou.edu (Attn: Megan Bray), for processing.

- a) [DFCAS Request for Invitation to Lecture-Interview form](#).
- b) Affirmative Action Report from IEO representative Dayna Gifford (dgifford@ou.edu). This is different from the Underutilization Report.
- c) Vita, cover letter, and three letters of recommendation for each candidate.

6. **Upon Completion of Interviews and Campus Visit:**

- a) **RT Searches:** Non-Ranked Renewable Term searches do not require a faculty vote.
- b) **Faculty Vote for Non-Chair Searches:** The search committee will present their recommendations to the unit's faculty for a vote. The majority vote will be presented to the Chair/Director of the unit.
- c) **Faculty Vote for Chair/Director and Endowed Chair/Professorship searches:** The search committee will bring its recommendation to the unit's faculty for a vote as "acceptable" or "unacceptable". The search committee will submit an **unranked** list of acceptable candidates to Associate Dean Kelvin White. The Dean, will make the final decision in consultation with the Chair and Senior Vice President and Provost.

7. **PRIOR to Initiating Negotiations**

- a) The unit's Chair/Director will email the proposed unofficial offer to Associate Dean White and cc: DFCASPersonnel@ou.edu.
- b) The draft must be in the body of the email. **Do not send it as an attachment.**
- c) Attach a copy of the candidates CV.
- d) Include the funding source for each commitment.
- e) The content of the email should reflect the following template:

Dear Candidate,

I would like to extend an offer consisting of the following terms. I must emphasize that only The Senior Vice President and Provost of The University can issue an official offer letter for a faculty position. Official offers are contingent upon Regents approval and a successful background check. Hence, the information contained herein is informal and not legally binding, although it will (when accepted) represent an agreement between you and the department.

Approved Terms:

Unit: *Department Name*

Name: *Applicant Name*

Position Title/Rank: *Starting Rank*

Position Teaching/Research Area: *Field*

Tenure Probationary Period: *X years*

Appointment effective start date: *08/16/202#* (August pay is for 8/16 - 8/31).

Appointment type: *9 or 12 month*

Salary: *\$000,000 (Provided by Funding Source)*

Start-up: *\$0,000 (Provided by Funding Source)*

Moving: *\$0,000 (Provided by Funding Source)*

Teaching Load: *##; # courses per semester or year*

Other Negotiations: *List departmental commitments or special negotiations*

The University of Oklahoma Norman Campus [Faculty Handbook](#) is available for your review. Additional information regarding University policies and procedures may be found on the [HR website](#). The college will provide a new laptop that is replaced every four years. An additional desktop computer may be purchased with start-up funds. Your start-up and moving funds will be available for up to two years after your initial start date. These funds are not rolled over into additional years and moving expenses are subject to federal tax withholdings.

Please let me know if these terms would be acceptable. I very much look forward to receiving a positive reply and having you join our faculty.

Thank you,

*Signature*

*Title, Department Name*

- f) After review of the draft Associate Dean Kelvin White will send an email to the Chair/Director indicating his approval to begin negotiations.
8. **Request for Faculty Offer Letter Form:**
- a) After successful negotiation with the candidate, you will email the [DFCAS Request for Offer form](#) to APM (DFCASPersonnel@ou.edu) Attn: Megan Bray, with a copy of the CV attached. Upon the Dean's approval, the DFCAS will send the form to the Provost's Office. Once approved, the Provost will email the official offer letter directly to the candidate.
  - b) Please ensure the candidate signs and emails the acceptance letter back to the Provost's Office. Once this is done the Provost Office will notify the Dean's Office of receipt of the

signed letter. If you have any questions please email APM (DFCASPersonnel@ou.edu) Attn: Amy Little.

9. **Search Reimbursement:** Complete and submit the DFCAS Request for Recruiting Reimbursement form. The college will reimburse up to \$4,500 in each cost for DFCAS funded RFRA searches.
10. **Records Retention Policy:** All search materials used to assess the quality of each candidate's application must be secured and stored by the academic unit for three years.

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### **DFCAS POLICY ON FACULTY TO BE RECOMMENDED FOR TENURE UPON INITIAL APPOINTMENT (current Associate Professors and Professors only)**

Academic units should work with the deans to notify them as expeditiously as possible of faculty being recommended for tenure upon initial appointment. The normal routing procedure is:

- 1) Faculty or Search Committee
- 2) Departmental Committee A
- 3) Chair/Director
- 4) Dean
- 5) Senior Vice President and Provost
- 6) President
- 7) University of Oklahoma Board of Regents

The materials forwarded to the dean for such appointments should include all letters of recommendation secured during the search process. To the extent possible, there should be evidence of effective teaching and evaluations from external distinguished individuals qualified to evaluate the candidate's research, scholarship, and creative activities. Each academic unit and college may stipulate what additional information, if any, beyond the standard materials compiled by the search committee, to include in a recommendation to appoint with tenure.

All such materials, in addition to the letters of recommendations, should be forwarded to the dean, who, in turn, will transmit them to the Senior Vice President and Provost. The dean is responsible for ensuring that the search procedure produces the information required an informed decision to appoint with tenure. As with other tenure recommendations, the Senior Vice President and Provost can go back to a unit for additional information about faculty being recommended for tenure with initial appointment.

NOTE: The material accompanying the college "DFCAS Request for Appointment" form for a new hire with tenure must include the candidate's CV, all letters of recommendation received, and a record of the unit's vote for the tenure recommendation. Please use the "Summary of Recommendation Concerning Tenure" form that is used to document the tenure votes in the regular tenure process.

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## **HIRING OF FACULTY MEMBERS WHO ARE NOT UNITED STATES CITIZENS:**

At the request of the United States Bureau of Citizenship and Immigration Services, we have centralized all University contacts with the BCIS concerning faculty and staff via the [Office of Immigration Services \(OIS\)](#).

J1 visas: Megumi Willson (Megumi.Wilson@ou.edu)- 405-325-4010

H1B visas: Suk-Han (Isabel) Chu (IsabelChu@ou.edu)- 405-325-5790

Director of IOS and Immigration Attorney: Nima Zecavati JD, MPH (Nima-Zecavati@ouhsc.edu)

Legal Counsel rests with the Vice President of Legal Affairs and Head of the Office of Legal Counsel, Armand Paliotta. Criteria for noncitizens in the candidate pool should be identical to those for citizen candidates.

Any concerns about visas or other immigration issues that arise for a noncitizen candidate will be handled by the above offices and should not be raised with the candidate or otherwise considered during the search, except that clearance to work in the United States may be noted as a requirement of the position. Whenever considering recommending a faculty appointment (either tenure-track or non-tenure track) for a noncitizen, it is imperative you contact the appropriate OIS staff member before making any commitments and as much in advance as possible to discuss the situation and to determine the best way to proceed. The complexity of immigration laws and the uniqueness of each situation require individual review before any commitments are made to the prospective faculty member about what the University can do to assist with immigration and naturalization matters. We will do everything we can to help.

Immigration law and BCIS agency procedures are complex and rapidly changing. Because of this and the special circumstances of each case, it is crucial for any new international appointee to contact the appropriate OIS staff member and provide all requested information and documents promptly. The University will be responsible for its legal duties as an employer, but in all cases the basic responsibility for complying with immigration laws must rest with the individual to whom the offer is being made. The University will help in any way it can and will work carefully to see that we as an institution carry out our responsibilities in accordance with the law. This is essential if we are to continue to be able to secure truly outstanding faculty.