MEMORANDUM

TO: Deans, Associate Deans, Directors and Chairs - Norman Campus

FROM: Kyle Harper
Senior Vice President and Provost

DATE: March 7, 2017

SUBJECT: Faculty Hiring

The annual faculty search authorization process is designed to ensure that limited resources are used in the areas of greatest institutional need, to streamline faculty search approval processes and help search committees work in a more efficient and timely manner, to encourage units to operate strategically with University resources, and to help OU plan ahead to provide competitive start-up packages to newly hired faculty. While we continue to move closer to achieving these goals, we continue to refine the process based on your suggestions and feedback.

This year some adjustments have been made to simplify the process:

- Eliminate requirement to submit the search committee member names as part of the Regular Faculty Recruiting Application (RFRA).
- Roll-out of a new, online search committee tool (Interfolio’s ByCommittee). Piloted last year in the colleges of Education, Engineering, Earth and Energy, and Architecture, ByCommittee automates a number of manual tasks. Over the summer, ByCommittee trainings will be held for staff. Our office will coordinate with search committee chairs to attend the first meeting of the search committee to demonstrate the tool for faculty.
- Institutional ad buys in Insight Into Diversity will continue. OU approved faculty searches are auto-posted to the Insight Into Diversity online job board. Institutional access that allows for automated posting of regular faculty jobs on other national job boards is under consideration.

The current budget uncertainty makes it unusually difficult to predict how many faculty we will hire next year. We expect it to be a lean year; however, we are hopeful that there will be some funds available. While I recognize it is time-consuming to prepare a strong application for faculty lines, I encourage units to do so and to continue the valuable strategic planning that leads into the requests. Our budgetary environment highlights the need for efficient stewardship of University resources and the importance of proposed searches having a demonstrable contribution to the overall mission of OU as a comprehensive university committed to excellence in teaching, research and service. Similar to last year, priority will be given to instructional needs and national competitiveness in research and creative activity.

Faculty Hiring Process and Policy

On the following page, a flowchart outlines the faculty recruiting cycle, including key milestone dates, such as:

- May 1 – departments are advised to submit RFRAs to Deans for review
- **June 1** – Deans submit RFRAs in ranked order to Provost’s Office
- **July 14** – President approved searches are communicated to Deans and Directors

**University of Oklahoma Faculty Hiring Process**

---

I strongly encourage you to use the following bullet points that link to key documents or websites that can assist in the successful application and execution of your faculty search:

**Administrative Support**

- [Regular Faculty Recruiting Application](#)
- [College Recommendation for Offer Letter to Hire](#) (Regular Faculty, Research Faculty, Instructors, and Lecturers)
- [Request for Permission to Hire a Research Professor](#)
- [Minimum Faculty Salaries](#)
- [Flowchart for Search Committee Communication with the Equal Opportunity Office](#)

**Faculty Recruitment Support**

- [OU’s Faculty Recruitment Website](#)
- [2016-2017 National Recruiting Procedures](#) (includes guidance on lecturer, instructor, and other temporary appointments)
- [Best Practices for Faculty Search Committees](#) (includes example job descriptions/ads)
- [Resources on Job Posting Sites](#)

KH/sb