

MCEE Procedures for Interviewing and Negotiating

Below are the procedures to facilitate the process of bringing outstanding job candidates to campus.

1. Request for Invitation to Interview: Committee A will determine qualified candidates for the interview process. With the approval of the Director and the Dean the department may begin scheduling the interview.
2. Hiring Negotiations: Prior to engaging in negotiations with the candidate, send the Dean and the Director of Finance an email outlining the hiring negotiations along with Unit and Dean commitment and those of other offices on campus (e.g., Provost, President, VPR). Include the following information:
 - 1) Position Rank
 - 2) Tenure probationary period
 - 3) Salary
 - 4) Start-up
 - 5) Moving expenses
 - 6) Assessment of teaching—provide an assessment of teaching based on previous student evaluations, teaching observations, interaction with students, etc.
 - 7) English language assessment if applicable
 - 8) Attach a copy of CV
 - 9) Attach a copy of original *OU Regular Faculty Recruiting Application* form

As your negotiations proceed please keep the Dean and Director of Finance informed of any changes.

Refer to the sample below for an example of an email that you may want to send to the candidate once negotiations are complete. **Please remember that all official offers must come from the Senior Vice President and Provost.**

Example letter to the candidate

Dear Dr. XXX,

I am very pleased to inform you that, subject to your acceptance of the terms of appointment described below, I will recommend that the University of Oklahoma (OU) offer you a tenure track position in the (Unit). This recommendation is made with the support of the Search Committee, faculty, staff, and students of the School of XXX.

Please understand that this letter is an informal discussion of this appointment. At OU, all formal offers of appointment come from the Senior Vice President and Provost. Following our reaching agreement on the terms of appointment, we will forward a recommendation to the Provost Office that a formal offer is extended to you. The Senior Vice President and Provost will review your application, the search process, and the proposed terms of appointment, then extend to you the formal offer.

Following your acceptance the Provost Office will forward a recommendation to the President of the University that you be appointed to the OU faculty. The OU Board of Regents will give final approval for

your appointment.

Here are the details of the appointment that I would like to recommend to the Provost:

Approved Terms:

- Academic Unit: XXX
- Title/Rank: XXX
- Tenure Probationary Period: X years
- Appointment effective start date: e.g. - 08/16/20XX
- Salary: \$XX,000/9 months
- Start-up: \$XXX,000 – include details
- Moving: \$XX,000
- Teaching Load: Per Unit standard
- Retirement and fringe benefits - details can be obtained by contacting the Office of Human Resources at <http://hr.ou.edu/benefits/>.
- Duties and Responsibilities: The general duties of a faculty member are described in the OU Faculty Handbook at <http://www.ou.edu/provost/pronew/content/fhbmenu.html>.
- Other Negotiations: List departmental commitments or special negotiations
- The University of Oklahoma Norman Campus Faculty Handbook may be found at <https://apps.hr.ou.edu/FacultyHandbook/>.

Acceptance of this offer means that you also accept the rules and regulations established for the governance of the University of Oklahoma as set forth in the OU Faculty Handbook and any additions thereto, including the current tenure and personnel regulations of the University and other rules and regulations established by the Board of Regents. You may wish to pay special attention to Section 3, Faculty Policies and Information, which includes information about faculty appointments and the University's Patent Policy.

A Professional Development Seminar is offered each fall semester for all new faculty members. This program, sponsored by the Center for Teaching Excellence provides information about University services that can support your research and teaching activities and gives you a general orientation to important parts of the University. The director of this program will contact you after your arrival at OU.

The faculty and students of the School of XXX and I are very delighted and excited that you are considering joining the OU family. Feel free to contact me if you would like to discuss this offer further. Please let me know your decision by XXX.

3. Upon receiving an acceptance from the candidate, please complete the College Recommendation Request for Faculty Offer Letter form:
<http://www.ou.edu/content/dam/provost/documents/college-recommendation-offer-letter-hire.pdf>

Please note that this form requires a VPR signature if you have VPR startup in the commitment.

4. The Provost's Office sends the official offer letter via email to speed up the candidate's receipt of the letter.