



The UNIVERSITY of OKLAHOMA®
Office of the Senior Vice President and Provost

MEMORANDUM

TO: Academic Deans, Directors, and Department Chairs

FROM: André-Denis Wright, Senior Vice President and Provost, Norman Campus
Gary Raskob, Interim Senior Vice President and Provost, Health Sciences Center
Dorothy Anderson, Vice President and Chief Human Resources Officer

CC: Belinda Hyppolite, Vice President, Diversity, Equity, and Inclusion & Chief Diversity Officer
Christine Taylor, Institutional Equity Officer & Title IX Coordinator

DATE: March 25, 2022

SUBJECT: Faculty Job Postings

The hiring and retention of outstanding faculty members is foundational to the University's mission of teaching, research, and service. It is important that the faculty hiring process is fair, consistent across campuses and disciplines, equitable, and efficient. Candidates should expect to be evaluated on their scholarly contributions, such as research or creative activity in their respective fields or disciplines, professional experience in teaching and/or mentorship, and related service contributions, each as more fully described in the faculty policies for the campuses. Among qualified candidates, academic units may also consider unique experiences, skills, or qualifications, as part of fostering a robust and respectful educational environment with a range and diversity of perspectives. Of course, all candidates are entitled to expect that their application experiences will be free from discrimination and harassment.

In furtherance of meeting these important goals, effective March 28, 2022, we request your assistance in implementing a unified process for faculty job postings. No change in process is required for any position approved by Office of Institutional Equity for posting. However, it is highly recommended that the Search Committee participate in the trainings referenced below.

Postings for all faculty positions will continue to be reviewed and approved by The Office of Institutional Equity. Additionally, the Sr. Vice Presidents' Offices, in collaboration with Human Resources is developing a posting template to ensure consistent formatting throughout the university. You will have the opportunity to provide feedback on the template before implementation for the 2023 Academic Year. All committee members responsible for reviewing applications and interviewing candidates must participate in hiring process and unconscious bias training. Additional training will continue to be offered by the Division of Equity and Inclusion and the Office for Institutional Equity.

Candidates for faculty positions may generally be asked to provide only the following application materials:

- C.V. or Resume
- Documentation of Training, Licensure, Registration, or Similar
- Scholarly Articles/Portfolio/Writing Sample
- Letters of Reference
- Information Regarding Supported Research, if Applicable

- Cover Letter

Requests for application materials beyond these must be approved by the Office for Institutional Equity.

Additional narrative statements, such as professional philosophy, leadership philosophy, diversity statements, statements of principle, or other statements on personal convictions or experiences may not be solicited, though candidates may offer relevant narratives of their own choosing in a cover letter. Additionally, for candidates who are selected to interview, appropriate questions regarding relevant personal experiences or professional examples may be raised during the interview process.