




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

MEMORANDUM

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

FROM: André-Denis Wright 
Senior Vice President and Provost

DATE: July 7, 2022

SUBJECT: Regular Faculty Hiring Requests

Requests to hire regular faculty to fill vacated faculty positions no longer require the completion of the Regular Faculty Recruiting Application (RFRA). Deans can now decide how to best fill these positions and submit these requests for Provost approval. These positions should focus on department and college needs for teaching expertise and opportunities to build on research/scholarship/creative activity strengths within the departments and colleges.

To request Provost approval to fill a vacated faculty line, please send a memo from the Dean to the Provost detailing the following information:

1. **Incumbent** (if applicable)
 - Is this replacing a departing faculty?
 - Is a vacant faculty line is being used/ repurposed?
2. **Purpose**
 - How you intend to use the line?
 - Are you replacing faculty in the same area or are you filling a need elsewhere?
3. **Rank**
 - RRT, TT, and/or Tenured
 - Department and field/subfield
 - Any related endowed title
4. **Salary**
 - Funding source(s)
 - Minimum/maximum
5. **Start-up Details**
 - Amount
 - Funding source(s)
6. **Relocation/Moving**
 - Amount
 - Funding source(s)
7. **Disclaimer**
 - A statement that affirms that the College has the funding to cover **all** costs and won't require financial assistance from the Office of the Senior Vice President and Provost or additional funds from the central budget.

8. Advertising

- A list of intended venues for advertising the opening in order to reach the widest possible audience of qualified applicants for the position.

Ideally there will be one memo per hire, no more than one page per position. If the memo requests multiple hires, please include an identifiable break between each request.

All requests for hire must be approved by the college dean and be submitted to Lizi Young (Elizabeth.S.Young@ou.edu) in the Office of the Senior Vice President and Provost.