

Request for Regular Faculty Searches

To request Provost approval to fill a new or vacated regular 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 being used/repurposed?

2. Purpose

- How do 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

4. Will this be a 9-month or 12-month appointment?

- If a 12-month appointment, please explain. Note: 12-month appointments are reserved for administrative and clinical positions.
- If an administrative position, step down information will be required with the offer.

5. Is there a related endowed title? If so, include the following:

- Estimated Annual Distribution of the Endowment
- Breakdown of how this distribution will be used (salary, discretionary funds, graduate student support, summer research support, travel, etc.)
- Step down information must be included with the offer.

6. Salary

- Funding source(s)
- Minimum/Maximum

7. Start-up Details

- Amount
- Funding source(s)

8. Relocation/Moving

- Amount
- Funding source(s)

9. 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.

10. Advertising

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

All requests must be approved by the college dean and be submitted to the Office of the Senior Vice President and Provost at facultyaffairs@ou.edu. For questions about completing this memo, please contact Sarah Ellis (sjr@ou.edu).