Checklist for Faculty Recruiting

**Provost:**

1) Submit the OU Freeze Exemption Form  
2) Submit the Request for Permission to Recruit for Tenure, Tenure-Track or Ranked Renewable Term Faculty Position (see minimum faculty salaries letter). Included in the Request should be the:  
   a. Financial Planning Schedule to Recruit for an Endowed Faculty Position form (if applicable)  
   b. Job description to be used in national advertisement  
   c. List of search committee members  
3) Provost sends the approved Request for Permission to Recruit, including the job description and search committee members, to the EO, department, and in some cases, the dean’s office.

**Office of Equal Opportunity (EO):**

4) EO will assist in posting the advertisement to JOBS.OU.EDU.  
5) Provide list of advertisement sources used and outreach efforts for minorities and women  
6) Provide screening criteria for first and second screening  
7) As applications are received, chair should assign a number and send a confidential data form to each applicant  
8) Provide initial applicant pool. Full name and ID number of all applicants.  
9) Provide qualified applicant pool. First screening/required criteria applied.  
10) EO will send the chair a report on the race and gender make-up of the initial and qualified pools; if the qualified pool is judged to be not representative, the chair should provide the EO with a statement regarding efforts made to create a representative pool  
11) Provide screened applicant pool. Second screening/preferred criteria applied.  
12) Provide interview applicant pool.  
13) Chair should send EO the assigned ID number of individual to be recommended for appointment and answer under-utilization questions, if applicable  
14) The search committee chair or proxy should notify HR at 325-1826 or ohr@ou.edu when they want the position to be put on hold  
15) EO will certify the search process and send a certification to the chair and Provost’s Office

**Dean:**

16) Recommendations for appointment should be forwarded to the dean who, will submit the College Recommendation for Offer Letter to Hire to the Provost’s Office with the faculty vita, paperwork to secure a visa (if applicable), and any other relevant correspondence to the offer, i.e., if with tenure, letters of recommendation obtained by search committee.  
17) For start-up or salary commitments provided by Vice President for Research (VPR), ensure VPR has approved the College Recommendation for Offer Letter to Hire prior to submission to the Provost’s Office.  
18) Official offer letter will be sent by Senior Vice President and Provost via email with option to receive a hard copy. Dean and department chair will be copied on the email.  
19) Acceptance of offer will be copied to the dean and to the chair/director and placed on the next University of Oklahoma Board of Regents’ agenda. ePAF form should be completed by the college upon receipt of acceptance.