MEMORANDUM

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

FROM: Kyle Harper
Senior Vice President and Provost

DATE: March 8, 2019

SUBJECT: Faculty Hiring

The annual faculty search authorization process is designed to ensure that limited resources are used in the areas of greatest institutional need, to streamline faculty search approval processes and help search committees work in a more efficient and timely manner, to encourage units to operate strategically with University resources, and to help OU plan ahead to provide competitive start-up packages to newly hired faculty. While we continue to move closer to achieving these goals, we continue to refine the process based on your suggestions and feedback.

The continued budget uncertainty makes it difficult to predict how many faculty we will hire next year. While I recognize it is time-consuming to prepare a strong application for faculty lines, I encourage units to do so and to continue the valuable strategic planning that leads into the requests. Our budgetary environment highlights the need for efficient stewardship of University resources and the importance of proposed searches having a demonstrable contribution to the overall mission of OU as a comprehensive university committed to excellence in teaching, research and service. Similar to last year, priority will be given to instructional needs and national competitiveness in research and creative activity.

Faculty Hiring Process and Policy

On the following page, a flowchart outlines the faculty recruiting cycle, including key milestone dates, such as:

- **April 15** – departments are advised to submit RFRAs to Deans for review
- **May 15** – Deans submit RFRAs in ranked order to Provost’s Office
- **July 1** – President approved searches are communicated to Deans and Directors
The following bullet points link to key documents or websites that can assist in the successful application and execution of your faculty search. See also attached best practices in faculty hiring toolkit. A useful tool in understanding your applicant pool is the underutilization report that EOO provides. Contact Patsy Pappan, ppappan@ou.edu, to receive your units’ report.

**Administrative Support**

- [Regular Faculty Recruiting Application](#)
- [Request for Faculty Offer Letter](#) (Regular Faculty, Research Faculty, Instructors, and Lecturers)
- [Request for Permission to Hire a Research Professor](#)
- [Minimum Faculty Salaries](#)
- [Flowchart for Search Committee Communication with the Equal Opportunity Office](#)
- [Faculty Start-up Procedures](#)

**Faculty Recruitment Support**

- [OU’s Faculty Recruitment Website](#)
- [National Recruiting Procedures](#) (includes guidance on lecturer, instructor, and other temporary appointments)
- [Best Practices for Faculty Search Committees](#) (includes example job descriptions/ads)
- [Resources on Job Posting Sites](#)

KH/sb