University of Oklahoma Faculty Search Timeline

Day 1: Submit permission to recruit and freeze form to Dean and Provost

Day 3-4: Full approval granted for permission to recruit form; email notification from Provost

Day 5-7: Full approval granted for freeze form; email notification from HR

Day 7-10: Job listing is posted by EO to OU site. External listings are approved.

Day 11-100: Search performed, interviews held, and candidate identified for hire; maintain regular contact with EO office

Day 101: Ensure search is certified by EO; no offer can be made until certification

Day 102: Submit recommendation for hire to Dean and Provost. If offer includes VPR funding, VPR approval is necessary.

Day 104-105: Full approval granted for recommendation for hire

Day 106: Offer letter packet emailed to candidate by Provost

Day 107-115: Acceptance letter received by Provost; letter forwarded to dean and department chair