

UPDATED 7/1/2026

FACULTY RECRUITING CHECKLIST

Helpful Links:

- ☐ [Provost Recruiting Website](#) - DFCAS has additional steps/requirements that also must be followed.
- ☐ [Memos and Forms](#) – All necessary forms, except URT/RRT/T/TT which are only available during the open RFRA cycles.
- ☐ [Interfolio: Log-In](#)
 - o [Creating and Managing Positions](#)
 - o [Creating and Managing Applicants](#)
 - o [Position Creation](#) – Webinar (**Do not** use Taleo for Academic job code postings)
 - o [View Referral Sources](#) - see where people are finding your position

Helpful Contacts:

PLEASE CONTACT THE DEAN'S OFFICE FIRST FOR ALL QUESTIONS:

- ☐ Academic Personnel Manager: Amy Little (ext. 2090/ alittle@ou.edu),
- ☐ Sr. Assoc. Dean for Faculty Development: Dr. Kelvin White – (ext. 2078) (kwhite@ou.edu)

NON-DFCAS RESOURCES:

- ☐ IEO (Institutional Equity Office) Representative - Dayna Gifford (ext. 3546) (dgifford@ou.edu)
- ☐ External advertising via the University rather than the Department – 1) Tonya Iman (tonya.iman@ou.edu). 2) Lori Granec (lgranec@ou.edu). Departments may use a P-Card.
- ☐ J-1 visas: Megumi Wilson (Megumi.Wilson@ou.edu)- 405-325-4010
- ☐ H-1B visas: Suk-Han (Isabel) Chu (IsabelChu@ou.edu)- 405-325-5790
- ☐ Director of OIS and Immigration Attorney: Nima Zecavati, JD, MPH (Nima-Zecavati@ouhsc.edu)

Note:

1. **Unranked RT** searches must receive approval through DFCAS annual URT - RFRA:
 - a. Do not require a national search or faculty vote.
 - b. Do not require the external-to-department or external-to-university search member if conducting a search.
 - c. If you have an existing candidate proceed to Chair/Director section on page 4.
2. **Ranked RT positions** follow all steps of a national search/RFRA process.
3. **Endowed Positions:** Require a specific search form, and you will coordinate with the dean's office representative.

Department Chair Responsibilities:

1. **Coordinate Request for Regular Faculty Appointment** application in alignment with the call.
2. **Submit** search committee form to DFCASPersonnel@ou.edu with **"RFRA'27 – SC"** in the subject line for Dean's Office approval. – DO THIS ASAP so we can load anyone in Interfolio that is missing. Include the email addresses of non-OU employees and the phone number of the committee chair(s).
 - **Unranked RT** searches do not require external to unit/university members.
3. **Request to Interview Form:** Review and sign Committee Selections. You or the committee Chair may submit the form to DFCASPersonnel@ou.edu with **"RFRA'27 – RIL"** in the subject line for Dean's Office approval.
4. **Negotiations & Request for Offer:** You are responsible for candidate negotiations for URT/RRT/TT/T regular searches. The Dean's office will be the joint point of contact for Endowed searches.

Search Committee Responsibilities:

ALL applicant materials are confidential & available to the committee only. **ONLY** candidates who accept the invitation to campus may have their application materials shared **EXCEPT** the recommendation letters which remain confidential.

1. **Review the Provost Recruiting guidelines** (link above) noting the college has additional guidelines and processes and **all** search steps flow through the Dean's Office with the exception of your submission of information to IEO. Please contact us with any questions.
2. **Generate an advertisement** for approval by the College and IEO. YOU **MUST** include ABD and specific tenure terminology if you want them as options. This is the guiding document. If it doesn't include ABD in the ad then they will not be considered qualified. If you do not list both Tenured/Tenure-Track, then you cannot hire with Tenure, regardless of rank listed in the search. Ex: Listing Associate for rank does not waive the need to specify Tenured as an option.
3. **Establish the criteria** to be used for creating your long list **(C1)** and your short list **(C2)**. These **must** align with the verbiage in the approved advertisement.
4. **Actively build** a highly qualified applicant pool through active recruiting and wide advertising – see link.
5. **Generate a qualified applicant pool** of candidates using the approved C1. Applicants with missing recommendation letters may be included in this step. *Search Committee input only.*
6. **Generate a short-list** of candidates using the approved C2. Applicants with missing recommendation letters may be included. *Search Committee input only.*
7. **Generate an interview pool** that would advance the department's strategic plan. **Applicants** with missing recommendation letters may **NOT** be included. *Search Committee input only.*
8. **Conduct initial interviews.** Typically, initial interviews are on Zoom. All candidates interviewed must be given the ability to interview in the same manner (in-person/call/Zoom). *Search Committee input only.*
 - a. Per Office of Immigration: At this stage, or after, you may ask the candidates the following questions. (Should be asked of all candidates at the same stage.)
 - a. Are you authorized to work in the US?
 - b. Will you now or in the future require sponsorship to work within the United States?If the applicant answers "No" on the second question, the department should refer the applicant to the Office of Immigration Services for individual consultation.
9. **Select applicants for on-campus interviews.** All applicants must be given the ability to interview in the same manner. If funds are an issue, contact the Dean's office. Fill out the form found on the DFCAS website, provide to the department chair for approval and submit it to Amy Little in the Dean's Office. *Search Committee input only.*

10. **Organize on-campus interviews.** For the applicants who have **accepted** the invitation to interview on campus, the search committee may provide the department faculty with all application materials **EXCEPT** the letters of recommendation.
11. **Negotiations:** Department Chair/Director will coordinate with the Dean's office concerning negotiations. If the position requires a vote the Department Chair/Director will work with the committee chair to organize a faculty vote and use the appropriate documentation for submission.

Search Committee Steps:

1. Approval and Posting of Your Position:

- a) **Create your position in Interfolio** and submit it to the Dean's Office. Amy Little will review and notify you of any issues prior to submitting to the Provost and IEO for approval. EX: on last page and additional example on the [Faculty Recruitment Site](#).
- b) **Advertisement must include** all rank(s) & T/TT/RT that apply, semester(s) & year(s) to start, teaching load, degree requirement (including if allowing ABD), "position to remain open until filled" and application requirements of CV, cover letter, and contact information for three confidential letters of recommendation.

NOTE:

- (1) Letters must be received before an application is considered complete. Candidates with incomplete applications **cannot be given virtual or in-person interviews**.
 - (2) Candidates with incomplete applications should be included in the C1 review to determine the qualified applicant pool provided to IEO but should not be evaluated beyond that point.
- c) **Advertisement should not include:**
 - i) Reference to preference for any protected or non-protected class.
 - ii) Reference to any merit or increase program.
 - iii) Request for a teaching philosophy. This also **cannot** be requested at a later date.
 - d) **Position Details:** Enter all approved terms and add search committee information. Ensure you select if you will allow applicants to add additional information, Confidential Recommendations, and make sure you have included all the required documents referenced in 1b in the documents section.
 - e) **Approval:**
 - i) Once approved at the College level, the Dean's Office will forward for approval by the Provost and IEO. The Provost's Office will change the status to accepting applications.
 - ii) You may **NOT** post external advertisements until this is fully approved.
 - iii) You **MUST** use the approved advertisement, which may vary from your submission.
 - iv) After review, the Provost's Office will provide an IEO search number and provide notification that the position is active. **IEO faculty search committee packet can be found in the "position details" (scroll to the bottom).** At this time, the search committee may begin listing the approved advertisement externally.
 - f) **External Advertising:** Approved ads will be publicly listed on [HigherEdJobs.com](#), [InsideHigherEd.com](#), [UniversityJobs.com](#), and the [OU Faculty Recruitment site](#). **You MUST also post on a national scholarly website or journal specific to the position's discipline.** To be considered a scholarly site, it must have at minimum an annual publication and not be behind a paywall.
 - (1) External advertisements **must** include the following IEO statement **"The University of Oklahoma is an equal opportunity institution. www.ou.edu"** if you do not want to use the full belonging and IEO disclosures. Any further modifications must be approved by IEO.
 - (2) Applications must be done in Interfolio – no third-party sites.
 - (3) Only Tenured, Tenure-Track, and Ranked RT positions receive IEO approvals and numbers.
 - (4) A link to Interfolio must be included.

2. **Evaluating Candidates – IEO Requirements:** (Dean's office does not need to be cc'd) **Include IEO# in your subject line.**
 - a) Submit criteria intended to determine candidate inclusion in the “qualified applicant pool” (C1) to IEO for approval **BEFORE** you evaluate **any** applications.
 - (1) Provide IEO with the “qualified applicant pool” (or the non-qualified list if it is shorter). Applicants with missing recommendation letters may be included.
 - b) Submit criteria intended to determine candidate inclusion in the “short-list” (C2) for IEO approval **BEFORE** this round of evaluations begins.
 - (1) Prior to requesting on-site interviews send your “short-list” to IEO.
 - (2) You will not receive a report, it is for tracking purposes only. Applicants with missing recommendation letters may be included.
 - c) C1 and C2 **must** correlate directly to the approved advertisement for that position – they are only reviewed to verify they are not discriminatory, not that they match the advertisement. The search committee must verify that they are aligned with the approved advertisement.
 - d) Zoom (1st round) interviews **do not** need approval outside of the search committee but **cannot** include applicants who are missing their confidential letters and must meet the C1 **and** C2 requirements.
3. **Interviews:** Once the search committee identifies the top candidates (three if possible; you may interview only one, but provide a reason on the form if doing so), email the items listed below to DFCASPersonnel@ou.edu, with **“RFRA’27 – RIL”** in the subject line. The Dean's office will coordinate the approval steps for this process with the Provost's Office and IEO Office. Follow [Best Practices](#).
 - a) Request for Invitation to Lecture-Interview (RIL) form, indicating potential for hire with tenure.
 - b) Confirmation you have submitted your short-list “C2” list to IEO.
 - c) CV for all applicants.
 - d) **For Endowed positions:** include the cover letter, and three letters of recommendation for each candidate. Interviews for endowed positions and Chair/Dir must include a Dean's office Co-Chair, and an offer of an individual interview must be extended to the Dean & Associate Deans.
 - e) Proof of Advertising. This can be a live link if the ad is still active, or a receipt for the advertising.
 - f) Once approval is given you may reach out to candidates. Once a candidate has accepted you may share their application packet, **except the confidential letters of recommendation**, with the department. They should be placed on a department shared drive or SharePoint site that is secured with access limited to the necessary department members only.

Note: expenses for each candidate must be tracked separately by the department Admin/Fin Coordinator, and all meal restrictions on cost per person are applicable.

4. **Upon Completion of Interviews and Campus Visit:**
 - a) **Unranked RT** searches do not require a faculty vote.
 - b) **Non-Chair Search:** The search committee will present final recommendations to the department faculty for a vote and present results to the Department Chair/Director.
 - c) **Chair/Director and Endowed Chair/Professorship searches:** Search committee presents recommendations to department faculty for a vote of “acceptable” or “unacceptable” **ONLY** and submit the **unranked list** of acceptable candidates to the Dean's Office. The Dean will make the final decision in consultation with the Chair/Director, Associate Deans, and Sr VP and Provost. Include CV, cover letter, and three letters of recommendation for all acceptable candidates. No indication of preference should be provided/indicated.

Department/School Chair/Director Steps:

1. **PRIOR to Initiating Negotiations**
 - d) Department Chair/Director will use the template below for the unofficial offer letter and send it, in the body of an email, to DFCASPersonnel@ou.edu, with **“RFRA’27 – UOR”** in the subject line. **It MUST be sent to the Candidate in the same manner. It may not be an attached memo on letterhead.**
 - e) Include a copy of the candidate's CV.

- f) **For URT and RRT** please delete the reference to start-up funds and moving funds unless you have a prior exception for funding or will be using department funds.
- g) **Starting rates:** Ensure you are within your approved terms and not starting at the maximum approved.
- h) **Contact Amy Little for a template if an academic appointment or Endowment is involved.**
- i) After review of the draft, a Dean's office representative will notify the Chair/Director via email indicating College approval to begin negotiations.
- j) **If an international hire is involved, please reach out to Isabel Chu.**

Dear Candidate,

I would like to confirm the terms the Department and College will be submitting as a recommendation to the Senior Vice President and Provost of the University. I must emphasize that only the Senior Vice President and Provost of the University can issue an official offer letter for a faculty position. Official offers are contingent upon Provost approval, Regents' approval, and a successful background check. Hence, the information contained herein is informal and not legally binding, although it will (when accepted) represent an understanding between you and the department.

Approved Terms:

Unit: *Department Name*

Name: *Applicant Name*

Position Title/Rank: *Starting Rank, and T/TT/RT*

Position Teaching/Research Area: *Field*

Tenure Probationary Period: *X years*

Appointment effective start date: *08/16/202#* (Instructional period may not align with contract date).

Appointment type: *9 or 12 month*

Salary: *\$000,000 (Provided by Funding Source)*

Start-up: *\$0,000 (Provided by Funding Source)*

Moving: *\$0,000 (Provided by Funding Source)*

Teaching Load: *#: #; # courses per semester or year or "#: #: # or equivalent"*

Other Negotiations: *List of proposed departmental commitments or requested special negotiations. (Provided by Funding Source)*

The University of Oklahoma Norman Campus [Faculty Handbook](#) is available for your review. Additional information regarding University policies and procedures may be found on the [HR website](#). The college will provide a new laptop that is replaced every four years. A desktop computer may be purchased with start-up funds. Your start-up and moving funds will be available for three years after your initial appointment date. *This is a college commitment and will not be reflected in the University offer letter.* These funds are not rolled over into additional years.

Moving funds may be paid directly to an approved company or requested as an additional payment on your bi-weekly paycheck; these funds are not rolled over into additional years. Moving expenses are subject to federal tax withholdings.

Please let me know if these terms would be acceptable, and I will forward it on for additional review and approvals. I very much look forward to receiving a positive reply and having you join our faculty.

Thank you,

Signature

Title, Department Name

5. **Request for Faculty Offer Letter Form:**

- a) After concluding negotiations, verify with Amy Little if the new RFO system is up. If not, send the Request for Faculty Offer Letter to DFCASPersonnel@ou.edu, with **"RFRA'27 – RFO"** in the subject line, and it **MUST INCLUDE a copy** of the CV and Certification of English Proficiency if not a U.S. citizen or on the exemption list.
- b) Upon the Dean's approval, the Dean's Office will send the approved forms to the Provost's Office.
- c) The Provost's Office will review. Upon certification by IEO, and export control if applicable, the Provost's Office will email the official offer letter directly to the candidate and cc the Dean's Office.
- d) Please ensure the candidate is aware they will need to sign and email the acceptance letter back to the Provost's Office and cc DFCASPersonnel@ou.edu.
- e) **Hire with tenure** - see steps detailed below.
- f) **International hire** – see additional steps below.

6. **Closing a Search:**

- a) **Records Retention:** Academic units/search committees are required to maintain all records of the search process (including all application materials) for a minimum of three years from the date an appointment is finalized.
- b) The search chair notifies unsuccessful candidates that the position has been filled. This can be done as a mass email in Interfolio and you can separate out those interviewed if you want to send a different response to them.
- c) Once notifications are sent, the search chair will notify DFCASPersonnel@ou.edu, with **"RFRA'27 – CLOSE – IEO#"** in the subject line, and the Dean's office will close the search and notify the Provost's Office.

7. **Search Reimbursement:** Work with your Admin/Fin Coordinator to submit your request for Faculty Search Reimbursement (FSR). Include an itemized OU Activity Report PDF attachment. Improperly completed forms will not be accepted.

FACULTY TO BE RECOMMENDED FOR TENURE UPON INITIAL APPOINTMENT
(Current Associate Professors and Professors only)

Provide notification of potential request with Request for Invitation to Lecture-Interview (RIL) form and final request with Request for Offer Letter (RFO) during steps 6-9. The college will submit all documentation to the Provost's Office. The dean is responsible for ensuring the search procedure produces the information required to make an informed decision to appoint with tenure.

Routing procedure:

1. Faculty Search Committee
2. Departmental Committee A
3. Chair/Director
4. Dean's Office Contact
5. Dean
6. Senior Vice President and Provost
7. President
8. University of Oklahoma Board of Regents

Full application packet, including:

1. CV
2. All letters of recommendation
3. Evidence of effective teaching, research, scholarship, and creative activities, as evaluated by qualified external evaluators.
4. [Recommendation of Faculty Concerning Tenure](#)
5. Additional information as requested by the Dean or Senior Vice President and Provost.

HIRING OF INTERNATIONAL FACULTY: (Not current US citizens)

We have centralized all University contacts with the United States Citizenship & Immigration Services (USCIS) concerning the hiring of international faculty. Legal Counsel rests with the Vice President and General Counsel (all campuses) Armand Paliotta.

Routine contacts are handled by:

Nima Zecavati, JD, Director & Immigration Counsel

Office of Immigration Services (OIS) (405-325-2577)

Criteria for noncitizens in the candidate pool should be identical to those for citizen candidates. Any concerns about visas or other immigration issues that arise for a noncitizen candidate will be handled by the above offices and should not be raised with the candidate or otherwise considered during the search, except that clearance to work in the United States may be noted as a requirement of the position.

Whenever considering recommending a faculty appointment (either tenure-track or non-tenure-track) for a noncitizen, please contact the Office of Immigration Services before making any commitments and as much in advance as possible to discuss the situation and to determine the best way to proceed. The complexity of immigration laws and the uniqueness of each situation require individual review before any commitments are made to the prospective faculty member about what the University can do to assist with immigration and naturalization matters.

We will do everything we can to help. Immigration law and USCIS agency procedures are complex and rapidly changing. Because of this and the special circumstances of each case, it is crucial for any new international appointee to contact the Office of Immigration Services and provide all requested information and documents promptly. The University will be responsible for its legal duties as an employer, but in all cases the basic responsibility for complying with immigration laws must rest with the individual to whom the offer is being made. The University will help in any way it can and will work carefully to see that we as an institution carry out our responsibilities in accordance with the law. This is essential if we are to continue to be able to secure truly outstanding faculty.