MEMORANDUM

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

FROM: Kyle Harper
Senior Vice President and Provost

DATE: February 26, 2016

SUBJECT: Faculty Hiring

Last year, a new process was implemented to authorize regular faculty recruiting, eliminating the previous system of Freeze Forms and Permission to Recruit Forms with a single annual cycle for approving and budgeting regular faculty hires. The aim of this new process was 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 moved closer to achieving these goals, including the approval of 25 new faculty positions and a significant increase in the total start-up awarded for approved searches, we continue to refine the process based on your suggestions and feedback.

This year some adjustments have been made to simplify the process, including the elimination of the requirement to submit the job advertisement as part of the Regular Faculty Recruiting Application (RFRA) and the piloting of a new, online search committee tool (Interfolio’s ByCommittee) with Colleges of Education, Engineering, and Earth and Energy.

The current budget uncertainty makes it unusually difficult to predict how many faculty we will hire next year. We expect it to be a lean year; however, we are hopeful that there will be some funds available. 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:

- **May 1** – departments are advised to submit RFRA to Deans for review
- **June 1** – Deans submit RFRA in ranked order to Provost’s Office
- **July 15** – President approved searches are communicated to Deans and Directors
I strongly encourage you to use the following bullet points that link to key documents or websites that can assist in the successful application and execution of your faculty search:

**Administrative Support**

- [Regular Faculty Recruiting Application](#)
- [College Recommendation for Offer Letter to Hire](#) (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 Recruitment Support**

- [OU’s Faculty Recruitment Website](#)
- [2015-2016 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](#)