




The UNIVERSITY of OKLAHOMA®

Office of the Senior Vice President and Provost

MEMORANDUM

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

FROM: André-Denis Wright
Senior Vice President and Provost 

DATE: March 12, 2024

SUBJECT: Mid-Year Faculty Pay Change

Last year, Human Resources introduced an annual personnel review cycle, allowing changes to staff appointments only once per year (with specific exceptions). To standardize and streamline business practices campus-wide, the Provost's Office will limit the effective dates of faculty appointment changes to two dates during the academic year. Most faculty appointment changes already follow the effective dates listed below. However, appointment changes that do not follow these dates lead to processing challenges for colleges, Human Resources, and Payroll.

Starting with the 2024-2025 academic year contract cycle any change to a nine-month faculty member's appointment will be limited to the following dates:

- August 16, at the beginning of the academic year contract,* or
- January 1, mid-year with the beginning of the second semester.

*Please note this date may not align with the university's biweekly payroll action/cycle dates. Consult with your unit's payroll administrator for more details if needed.

Step ups or step downs should follow the dates stated above or align with the fiscal year (for 12-month appointments, July 1/ June 30).

A Memorandum of Understanding related to appointment changes must be established prior to the effective date. ePAFs should be submitted in a timely manner to ensure execution prior to the related payroll cycle.

Effective dates that do not align as stated above must have approval from the Senior Vice President and Provost prior to an agreement with the employee.

ADW/md