



The UNIVERSITY of OKLAHOMA.
Office of the Senior Vice President and Provost

April 28, 2026

Dear Colleagues,

As stated in the Deans Council and Associate Deans meetings, negotiation templates are now available for faculty hiring cases that require an offer letter from the Senior Vice President and Provost. These templates apply to tenure, tenure-track, ranked renewable term, and unranked renewable term faculty appointments.

The templates are designed to support a consistent, transparent negotiation process, allowing for written documentation of items under discussion while ensuring that all formal offers are issued by the Provost.

In coordination with their dean's office, academic units should use these templates in place of any locally developed negotiation or offer materials. This will help reduce delays, avoid miscommunication, and ensure alignment with institutional policy.

Templates are available on the Academic Personnel Resources' [Forms, Memos, and Guidelines webpage](#).

Please contact facultyaffairs@ou.edu with any questions or for assistance implementing these materials in active searches.

Thank you for your partnership in strengthening our faculty hiring processes.

Sincerely,

Sarah Ellis
Vice Provost for Faculty, Norman Campus