

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 Unranked RT which must be requested from the Dean's office after receiving approval to make the official request.
- ☐ [Interfolio: Log-In](#)
 - [Creating and Managing Positions](#)
 - [Creating and Managing Applicants](#)
 - [Position Creation](#) – Webinar (Do not use Taleo for Academic job postings)
 - [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),
- ☐ Academic Personnel Team member: Meagan Bray (ext. 3127/ mabray@ou.edu)
- ☐ Sr. Assoc. Dean for Faculty Development: Dr. Kelvin White – (ext. 2078) (kwhite@ou.edu)

NON-DFCAS RESOURCES:

- ☐ Interfolio Training –Karen Horne (khorne@ou.edu)
- ☐ 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 Pcard.
- ☐ I1 visas: Megumi Willson (Megumi.Wilson@ou.edu)- 405-325-4010
- ☐ H1B visas: Suk-Han (Isabel) Chu (IsabelChu@ou.edu)- 405-325-5790
- ☐ Director of IOS and Immigration Attorney: Nima Zecavati JD, MPH (<mailto:Nima-Zecavati@ouhsc.edu>)

Note:

Approved RT Instructor/Lecturer applications that have a candidate selected may proceed to step 9.

Ranked RT positions must follow all steps of a national search/ RFRA process.

Endowed Positions: Contact Amy Little for 1st steps.

Department Chair Responsibilities:

1. **Coordinate Request for Regular Faculty Appointment** application in alignment with call.
2. **Submit** search committee form to Amy Little for Dean's Office approval.
3. **Request to Interview Form:** Review and sign Committee Selections. You or the committee Chair may submit the form to Amy Little for Dean's Office approval.
4. **Negotiations:** You will be responsible for all candidate negotiations. See step 8.

Search Committee Responsibilities: (all applicant materials are confidential & available to the committee only until step "i" – Recommendation letters remain confidential)

1. **Review the Provost Recruiting guidelines** – see link above. The college has additional guidelines contact the Dean's Office representatives above with any questions.
2. **Generate an advertisement** for approval by the College and IEO. **MUST** include ABD, and 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 Tenured/ Tenure track then you cannot hire with Tenure, regardless of rank.
3. **Establish the criteria** to be used for creating your long list **(C1)** and your short list **(C2)**. These **must** be in compliance with the verbiage in the approved advertisement.
4. **Actively build** a qualified and varied applicant pool. Department shares posting as appropriate.

5. **Generate a qualified applicant pool** of candidates using the approved C1. Applicants with missing recommendation letters may be included. **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. (on person-vs call vs zoom) *Search Committee input only.*
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 to Amy Little in the Dean's Office. *Search Committee and Chair input only. If there is an Issue contact the Dean's Office.*
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) **Advertisement:** Create a draft in Interfolio and notify Amy Little for review prior to submitting for approval. Review can be done over the phone or via email. EX: [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.
 - (3) External advertisements **must** include the following IEO statement and a link to Interfolio.
"The University of Oklahoma is an equal opportunity institution. www.ou.edu"
 - c) **Advertisement should not include:**
 - i) Reference to preference for any protected or no protected class.
 - ii) Reference to any merit or increase program.
 - d) **Upload Position Materials:** Upload search committee information. Contact Amy or Meagan to add missing reviewers or with any other questions prior to submitting for approval. Make sure you have included all the details referenced in 1b.
 - e) **Approval:**
 - i) Once finished with creating your position submit it via Interfolio for final review by the Dean's Office. Once approved at the College level, the Dean's Office will forward for approval by the Provost and IEO. The Provost office will change the status to accepting applications.
 - ii) 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 adv. externally. Any modifications must be approved. (If the position is not Tenured, Tenure Track or Ranked Renewable Term it will not receive IEO approval or numbers.)

- 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 web site or Journal specific to the positions discipline. To be considered a scholarly site they must have at minimum an annual publication, and not be behind a paywall.

2. **Evaluating Candidates – IEO Requirements:**

- a) Submit criteria intended to determine candidate inclusion on the “qualified applicant pool” (C1) to IEO for approval **BEFORE** you evaluate any applications.
- b) Provide IEO with the “qualified applicant pool” (or the non-qualified list if it is shorter). Applicants with missing recommendation letters may be included.
- c) Submit criteria intended to determine candidate inclusion on the “short-list” (C2) for IEO approval **BEFORE** evaluations begin. Applicants with missing recommendation letters may be included.
- d) You will send your “short-list” to IEO for documentation purposes only, not approval, but you do send it prior to requesting on-site interviews. You will not receive a report, it is for tracking purposes only.
- e) 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.
- f) Zoom 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 (typically three), email the items listed below to Amy Little, for processing. The Dean’s office will coordinate the approval steps for this process with the Provost Office and IEO Office. [Best Practices](#).

- a) Request for Invitation to Lecture-Interview (RIL) form. (Indicate if potential for hire with tenure)
- b) Short-list generated using approved C2
- c) CV. For Endowed positions also include the cover letter, and three letters of recommendation for each candidate. Interviews for endowed positions and Chair/Dir must include Dean &/or Associate Dean(s).
- d) Proof of Advertising. This can be a live link if the ad is still active, or a receipt for the advertising.
- e) 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 candidates’ must be tracked separately for the department Admin/Fin Coordinator.

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” 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 Dean’s, and Sr VP and Provost. Include CV, cover letter, and three letters of recommendation for each acceptable candidate.

5. **PRIOR to Initiating Negotiations**

- a) Department Chair/Director will use the template below for the unofficial offer letter, and send it in the body of an email, to Amy Little. **It MUST be sent to the Candidate in the same manner.**
- b) Include a copy of the candidates CV.
- c) **Contact Amy Little for a modified template if an academic appointment or Endowment is involved.**

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 or 9+3 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 proposed departmental commitments or requested special negotiations*

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 funds will be available for three years after your initial start date. 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 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

- d) After review of the draft Kelvin White or Amy Little will send an email to the Chair/Director indicating Dean approval to begin negotiations.

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

- a) After concluding negotiations send the Request for Faculty Offer Letter to Amy Little, with 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 Office will review and Upon certification by IEO, and export control if applicable, the Provost 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 Dean's Office. If you have any questions, please email Amy Little.
- e) **NOTE:** Request for Offer form for a new **hire with tenure** must include the candidate's CV, all letters of recommendation received, and the [Recommendation of Faculty Concerning Tenure](#) form.

7. **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.
- c) Once notifications are sent the search chair will notify Amy Little and the Dean's office will close the search and notify the Provost Office.

8. **Search Reimbursement:** Submit your Request for Recruiting Reimbursement (RFR) to your department Admin Financial coordinator for submission to the VIP Forms folder. Include an itemized OU Activity Report in one PDF. 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 and final request to the Dean's Office during steps 6-9. The college will submit all documentation to the Provosts 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: Faculty or Search Committee

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

Full application Packet, including:

1. CV
2. All letters of recommendation
3. Evidence of effective teaching, research, scholarship, and creative activities 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 (405-325-2577)
[Office of Immigration Services \(OIS\).](#)

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.