



OFFICE OF THE
Senior Vice President & Provost

TO: Deans, Associate Deans, Chairs & Directors – NC

FROM: Kyle Harper, Senior Vice President and Provost

DATE: April 27, 2015

SUBJECT: Hiring Faculty at OU

The President has asked me to develop a more streamlined process for hiring faculty at OU that will go into effect immediately. This new system entirely replaces the current system of Freeze Forms and Provost's Permission to Recruit review with a single annual cycle for approving and budgeting regular faculty hires. The aims of the new process are to ensure that limited resources are used in the areas of greatest institutional need, to streamline the faculty search approval process 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. By reducing the extent to which units are dependent on "vacant lines" for operating money, this system should also lead to more transparent and efficient stewardship of University resources.

All existing and future vacant budget lines for regular faculty¹ will be reallocated into a central hiring budget. By May 31, each Dean should provide the Provost a list of all vacant regular faculty budget lines, adjusted for any lines expected to become vacant before the beginning of the next academic year and any lines expected to be filled by new faculty starting at the beginning of the next academic year. In the late Spring, units should discuss their hiring needs and priorities in conversation with their Dean. By July 1, the Dean will submit to the Provost (1) a ranked list of hiring requests for the College and (2) a completed Regular Faculty Recruiting Application outlining the case for each requested hire. The new Application will include the text of the job advertisement and a list of the search committee members; the Provost's Office will work concurrently with EEO to initiate approval of the advertisement and search committee. It is recommended that each College require the units to submit their Recruiting

¹ Regular faculty, as defined in Section 3.1.1 of the Faculty Handbook, are composed of all faculty members with regular appointments including tenure-track, tenured, and renewable term appointments at the ranks of assistant professor, associate professor, and professor

Request documents to the Dean by June 1 for review within the College. During July, the Provost will review all Regular Faculty Recruiting Applications and submit a recommendation to the President. No later than August 1, Deans, Chairs, and Directors will be notified of which searches the President has authorized for the upcoming academic year. At this time, the search and job advertisement can begin immediately.

Hires will be authorized based on their ability to contribute to the overall mission of OU as a comprehensive university committed to excellence in teaching, research, and service. Priority will be given to instructional needs and national competitiveness in research and creative activity.

When a final candidate is selected and a hire is authorized, the Budget Office will execute a budget revision allocating the E&G salary support to the College's budget. If a search committee is unable to hire an excellent candidate, the Chair is encouraged to work with the Deans and Provost for continuation of the search in the following year.

We look forward to working together with you as we transition to this new process. We will hold an information session open to all Deans, Chairs, and Directors regarding the new process next Friday, May 1, from 8:30-9:30 a.m. in the Community Room of Zarrow Hall. Moreover, you can contact Stewart Berkinshaw at sberkinshaw@ou.edu or (405) 325-1271 at any time.

Attachments:

Regular Faculty Recruiting Application

University of Oklahoma Faculty Hiring Process

