

Oklahoma State University Policy and Procedures

EXTENDING JOB OFFERS TO PROSPECTIVE FACULTY

**1-0114
GENERAL UNIVERSITY
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POLICY

1.01 It is the policy of Oklahoma State University that no faculty vacancy exists until an official "Request to Staff a New or Vacant Faculty or A&P Position" form has been approved by the officially designated administrators of the University.

1.02 It is the policy of Oklahoma State University that letters inviting persons to join the University faculty are valid only if they carry the signature of the dean of the college in which the vacancy exists. Furthermore, if the proposed salary requires the Board of Regents approval, such letters must state that the terms of employment become effective only when the appointment is approved formally by the University's Board of Regents.

1.03 It is the policy of Oklahoma State University that the following points must be approved by the Vice President for Academic Affairs and Research before they are included in a letter offering employment:

- a. Any appointment to the rank of professor.
- b. Any salary which exceeds the range approved in the "Request to Staff a New or Vacant Faculty or A&P Position."
- c. Any commitment regarding staff, facilities, or equipment (e.g. secretaries, research assistants, laboratories) that are not presently available or readily obtainable through the resources currently available to the dean.
- d. Any on-going commitments (i.e. beyond 15 months) regarding summer employment.
- e. Any offer which commits the University to a program or emphasis that is substantially different from those currently approved.

1.04 It is the policy of Oklahoma State University that a statement of the basic terms and conditions of every appointment shall be available in writing and be in the possession of both Oklahoma State University and the prospective faculty member before the appointment is made. This statement will make reference to the substantive

and procedural standards generally used in the decisions affecting renewal and tenure and any special standards adopted by the appropriate department or school.

PROCEDURES

2.01 Department heads or comparable administrators are responsible for initiating a "Request to Staff a New or Vacant Faculty or A&P Position," and formal recruitment efforts shall begin only if the request is officially approved.

2.02 Normally, the department head or comparable administrator will submit a letter of offer to the dean for consideration and countersignature. If in later correspondence with the candidate, the original terms are altered, such changes must be approved and countersigned by the dean before they are valid.

2.03 In regard to the points noted in Section 1.03, the dean shall submit to the Vice President for Academic Affairs and Research in writing:

- a. The specific point(s) being considered,
- b. A justification for including the point(s) in the letter offering employment. The Vice President for Academic Affairs and Research shall either approve or disapprove and communicate that decision to the dean.

2.04 In regard to Section 1.04, the letter of offer to join the University faculty, or attachments thereto, must include the following basic terms and conditions of the appointment:

- a. The title of the appointment (instructor, assistant professor, associate professor, professor, etc.);
- b. The type of appointment (non-tenured, tenure track, tenured);
- c. The department, academic unit, or area in which the appointment is offered;
- d. The term of the appointment (beginning and ending dates);
- e. The reporting date and number of months employed during a year (10 months or 12 months);
- f. The salary information (annual amount, number of payments);
- g. Understanding about summer employment;

h. Suggested assignment (percent of teaching, research, extension, etc.). (Appropriate qualifiers may be included to suggest that the actual assignment will depend on enrollments, departmental constraints, and may vary from year to year, accordingly.);

i. Factors used for judging a faculty member's progress in assigned areas (e.g. faculty appraisal forms);

j. General expectations of performance in assigned areas (e.g. job description, promotion guidelines);

k. Conditions and opportunities of reappointment and promotions;

l. Departmental procedures and time frame for faculty appraisal and review.

2.05 In addition, the letter will refer the prospective faculty member to the Faculty Handbook for other useful information regarding rights, responsibilities, and services available. A copy of the Faculty Handbook must be made available to the prospective employee at the time of the job offer.

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