CAS Procedures for Interviewing (on-site) and Negotiating

Below are the procedures to facilitate the process of bringing outstanding job candidates to campus.

1. Request for Invitation to Interview: Please complete the Request for Invitation to Interview form found on the CAS website. Include hard copies of this form along with hard copies of the current curriculum vitae, cover letter, and three reference letters of each candidate you desire to bring to campus. Send the Request for Invitation to Interview packet to Darla Madden. You will receive an e-mail from the CAS Finance Office when the interview request is approved by one of the Associate Deans. Upon receiving the approval, the department may begin scheduling the on-site interview visit.

2. Hiring Negotiations: Prior to engaging into negotiations with the candidate, send the dean an email outlining the hiring negotiations along with any commitment from any other offices on campus (e.g., Provost, President, VPR). Include the following information:

1) Position Rank
2) Tenure probationary period
3) Salary
4) Start-up
5) Moving expenses
6) Assessment of teaching—provide an assessment of teaching based on previous student evaluations, teaching observations, interaction with students, etc.
7) Attach a copy of CV
8) Attach a copy of original OU Regular Faculty Recruiting Application form

3. Upon approval from the dean, you may begin negotiations with the candidate. Any deviation from the request for permission form (e.g., salary, start-up, moving) must be approved by the dean.

Refer to the sample below for an example of an email that you may want to send to the candidate once negotiations are complete. Please remember that all official offers must come from the Senior Vice President and Provost.

Example letter to the candidate

I would like to extend an offer to you that will consist of the following terms. I must emphasize that only our Senior Vice President and Provost can issue an official offer letter for a faculty position. Hence, the information contained herein is informal and not legally binding, although it will (when accepted) represent an agreement between you and the department.
Approved Terms:
- Academic Unit: Psychology
- Title/Rank: Assistant Professor
- Tenure Probationary Period: 6 years
- Appointment effective start date: 08/16/2015
- Salary: $65,000/9 months
- Start-up: $5,000
- Moving: $1,500
- Teaching Load: two courses per semester
- Other Negotiations: List departmental commitments or special negotiations

The University of Oklahoma Norman Campus Faculty Handbook may be found on the HR website: https://apps.hr.ou.edu/FacultyHandbook/

The college provides new faculty members with a new laptop that will be replace every four years. Printers and desktop computers may be purchased using your start-up funds. Start-up funds will be available until 08/16/2017. Moving funds will be available until 08/16/2016.

Please let me know if these terms would be acceptable. I very much look forward to hearing a positive reply from you and having you join our faculty.

Thank you

4. Upon receiving an acceptance from the candidate, please send Darla a completed Request for Appointment form.

5. Once the Request for Appointment form is received, letters of recommendation are immediately prepared by the Dean’s Office and sent to the Provost’s Office. The Provost’s Office sends the official offer letters out via email to speed up the candidate’s receipt of the letter.

6. Once the search in completed, submit a Reimbursement for Faculty Recruitment form (see http://cas.ou.edu/as-recruiting and look for the last form at the bottom of “Quick Links”). The college provides $3,000 for each search. An additional $1,000 is available if you are bringing in a fourth candidate who will diversify the applicant pool.