

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

<b>Extending Job Offers to Prospective Faculty</b>	<b>3-007 FISCAL SERVICES July 2009</b>
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POLICY

- 1.01 A faculty vacancy exists when an official "Request to Staff a New or Vacant Faculty or A&P Position" form (see Exhibit 1) has been approved by the President at Oklahoma State University Institute of Technology.
- 1.02 Letters inviting persons to join the Oklahoma State University Institute of Technology faculty are valid only if they carry the signature of the division chair where the vacancy exists.
- 1.03 A *Faculty Handbook* will be given to all prospective new faculty before they are officially offered employment with Oklahoma State University Institute of Technology.

PROCEDURES

- 2.01 Division chairs 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 The division chair will write a letter of offer to the candidate. If original terms are altered in later correspondence with the candidate, such changes must be approved and countersigned by the President before they are valid.
- 2.03 In regard to Section 2.02, 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
  - B. The type of appointment (8 month, 12 month);
  - C. The division, academic unit, or area in which the appointment is offered;
  - D. The term of the appointment (beginning and ending dates);
  - E. The reporting date;
  - F. The salary information (monthly amount);

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- G. Explanation about summer employment opportunities;
  - H. Suggested assignment (day classes, evening classes, weekend classes, on-line, special contract, or grant activities; appropriate qualifiers may be included to suggest that the actual assignment will depend on enrollments, departmental constraints, grant funding, and may vary from year to year, accordingly);
  - I. General expectations of performance in assigned areas;
  - J. Conditions and opportunities of reappointment; and
  - K. Division or unit procedures and time frame for faculty appraisal and review.
- 2.04 In addition, the letter will refer the prospective faculty member to the *Faculty Handbook* or *Policy and Procedures Manual* for information regarding rights, responsibilities, and services available.

Approved: August 1996  
Revised: June 2005  
Revised: July 2009