Advertisements for positions should be submitted via email to your Divisional Dean. Please use the appropriate template provided by the college when writing the ad. The template includes required language for background checks, Office of Dual Careers and Faculty Relocation, EEO and diversity. Utilizing a template provides a consistent appearance for the ads displayed online. The ads will be reviewed by the Associate Dean for Diversity, Equity and Inclusion, the Dean of your Division, and your HR Business Partner. You will receive a confirmation once your advertisement is approved for posting. Once the ad is approved your HR Consultant can move forward with creating the job requisition in Workday.

Please note that if you are searching for a position that comes with tenure (or might come with tenure if your search is open rank), you need to include the following language regarding background checks:

“The Ohio State University believes in diversity in people and ideas. What Ohio State does matters. And how we do it matters. When we are at our best, we make a real difference to people. We believe that the university should be a place where people can work and learn together in a safe environment, free of violence, harassment, discrimination, exploitation, and intimidation. As such, finalists for any faculty position that carries tenure must sign an authorization and disclosure form, which will allow current or prior employer(s) to share information to the University regarding any findings of employment-related misconduct or disciplinary proceedings against a candidate and/or any pending investigations related to alleged misconduct. Such information shall include findings and pending investigations with respect to sexual harassment, violence, or harassment; research misconduct; financial fraud or misconduct; foreign influence violations, grant misuse or misconduct; and/or any other type of finding or pending investigation relating to a candidate's employer's policies and rules governing faculty conduct that may reasonably be expected to affect a candidate's appointment. If the University becomes aware of any past finding of misconduct or pending investigations that were not disclosed, Ohio State will treat that as a serious omission and reserves the right to rescind an offer or terminate employment.”

As you submit your advertisement, please also indicate the name and email address of the Search Committee Chair, Members of the Committee and OAA Policy Liaison for each position that will be recruited. This information will be used to provide the Search Committee Chair with Inclusive Excellence training scheduling information and provide access to the job requisition in Workday. All search committees must complete this training prior to reviewing applicant files. If you have a department administrative staff person who you wish to have access to the job requisition, please also include the name of that person.

Talent Acquisition will place the final ads for all tenure track searches on the Inside Higher Ed Careers website, Academic Jobs Online (ad only) and the College of Arts and Sciences website. This will satisfy federal requirements regarding posting for international searches. In addition, the Office of Diversity and Inclusion has provided the 2023 SREB Doctoral Scholars Program Directory as well as contacts they made at the
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conference. These lists are available on the ascintranet. For further information, see the Resources for Recruiting a Diverse Faculty that are posted at
https://ascintranet.osu.edu/faculty/recruitment-hiring.

**Workday**

- The college will utilize Workday for posting job openings and collecting application materials. Search committee members will access application materials directly through Workday.

- Application materials cannot be collected through any tools other than Workday.

- Talent Acquisition Consultant Caitlin Bilbrey - Bilbrey.18@osu.edu will be your contact person and Matthew Gebhart – Gebhart.96@osu.edu will provide backup support.

**Recruitment Resources for Faculty Search Committees**

- The ASC Recruitment Plan for the search must be submitted and approved by the Divisional Dean and Associate Dean of DEIJ before recruitment begins. This is available on the ascintranet.

- Please contact Liana Crisan-Vandeborne, the college’s data analyst, at crisan-vandeborne.1@osu.edu about specific data about the demographic trends in your department/school as well as the trends of PhDs in your specific discipline to be informed about underrepresented populations in your unit.

- The Office of Diversity, Equity, Inclusion and Justice will reach out about the schedule for the Inclusive Excellence Workshops, which review best practices for recognizing and mitigating implicit bias and fostering diversity in searches. Please be advised that search committees must complete this training prior to reviewing applicant materials.

- The college will provide $5,000 per search for search-related expenses, including advertising placed by the department and campus visits. The recommendation is that there are no more than 3 candidate visits per search. If you receive approval for a fourth candidate visit, you can choose to allocate the funds to cover more than 3 candidate visits, keeping in mind that the college will only cover up to $5,000 per search.

- The Office of Dual Careers and Faculty Relocation will provide recruitment folders for candidate visits. The folders will contain print information about Columbus, OSU and benefits. The folders can be given to candidates during their on-campus visit. You can add specific information/brochures regarding your department to personalize the recruitment folders for your candidates. Details about how to obtain these folders is anticipated to be available in mid-September. More information about dual careers and faculty relocation can be found here: https://faculty.osu.edu/faculty-support/faculty-life/dual-careers-and-faculty-relocation

- The Columbus Visitor Bureau and a Columbus Region website that provide terrific information about Columbus for recruits, including a Cost of Living Calculator.
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Campus Visits

- The Dean for your division and Associate Dean for Diversity, Equity, Inclusion and Justice must review finalists and the OAA recruitment report before they are invited to campus for visits. The OAA recruitment report (soon to be available at https://ascintranet.osu.edu/faculty/recruitment-hiring and OAA website) must be submitted in accordance with the instructions on the form as part of the approval process.

- Final candidates selected for on-campus interviews must meet with the Dean of the Division as part of their campus visit. Candidates for a position at the rank of Professor will meet with the Dean of the College. Candidates for endowed chairs/professorships and department chair and center director positions must also meet with the Dean of the College. Please contact Executive Assistant Matt Thompson at Thompson.1325@osu.edu to schedule for the Divisional Dean or Sr. Executive Assistant Heather Core core.53@osu.edu to schedule for the Dean.

- Please review the College of Arts and Sciences website for a listing of departments and centers. Please consider scheduling meetings with the areas on this list as part of the campus visit for your faculty candidates. We would encourage you to share this link with individuals invited for on-campus interviews in order to identify which centers or programs may be of interest to the candidate.

- HR Consultants are available to meet with candidates during their campus visit at your request to discuss HR issues such as benefits coverage and immigration. This is not a required component to the campus visit, but may be helpful for some candidates. To schedule an appointment please contact your HR Consultant. Similarly, the Associate Dean for DEI is available to meet with candidates during their campus visit at your request to discuss the college’s commitments to creating an inclusive culture across the college. This is not required, but may assist you in your recruitment efforts. To schedule, please contact Destanie Scales at scales.106@osu.edu.

Making an Offer

The following process defines the steps that should be taken when offering a tenure track or tenured faculty position.

- After the search committee makes a recommendation for hire, the department chair should schedule a conversation with the Divisional Dean to discuss the pool of candidates, the recommendation, and the details of the offer. Departments should refrain from making verbal or written offers prior to speaking with the Dean. Please contact the assistant to the Dean, Matt Thompson.1325@osu.edu to schedule appointments.

- When negotiating with a candidate after discussing the offer with the Dean, the chair typically will call the candidate with the approved terms of offer. The verbal offer can be followed by an e-mail that states, “this is a summary of our preliminary discussion of proposed terms.” As negotiations progress, e-mail exchanges are allowed as long as they are placed in the context of this “summary of proposed terms” context. Should
something other than what was agreed to in the meeting with the Dean be necessary, approval of the revised terms must be sought from the Dean.

- Once a verbal agreement has been reached with the candidate, the department chair will send the details of approved offers and the candidate’s CV to the Finance Manager and HR Business Partner. A spreadsheet outlining the financial agreements will be completed by the Finance Manager and routed through DocuSign for necessary approvals. This funding sheet must be fully signed before offer letters are sent to candidates.

- For tenured faculty hires, the department chair should contact ASC Faculty Affairs once the final candidate is identified to begin the tenure review process. The ASC Faculty Affairs Office will notify the Chair and HR Business Partner once offers are approved.

- Faculty candidate disposition spreadsheet will need to be submitted to provide a non-selection reason for all candidates not selected prior to an offer letter being generated. The search committee chair is responsible for submitting the spreadsheet to Talent Acquisition.

- The ASC HR Team will draft the formal offer letter, and MOU for joint appointments, and send to the Chair and Divisional Dean to review. Offer letters to Assistant Professors will be written by an HR Consultant and the offer letters to Associate Professors and Professors will be written by HR Business Partners. Once the offer letter is finalized, the final letter will be routed by HR for signatures using DocuSign. Please note that offer letters for tenured faculty positions, joint faculty appointments, and endowed faculty positions must receive approval from OAA prior to being signed and sent to the candidate. This review may impact the timeline for the offer letter to be sent to the candidate.

- The candidate indicates formal acceptance by signing the letter using DocuSign. A copy of the fully signed letter will then immediately be sent by email to the department and college office.

- All searches must be concluded before May 1, 2024.

Search Documentation to Maintain for Permanent Residency Filings

The university requires permanent residency in order to grant tenure. It is important to document searches, so that your department is prepared for permanent residency filing if needed for your new faculty hire. The following documentation should be maintained.

- Talent Acquisition can provide copies of the Arts & Sciences Inside Higher Ed ad; however units must provide copies of any and all other advertising done for each position. It would be best to have a printout from each day such ads appeared; however if this is not possible then you should be sure to have documentation of the dates from the ad placement, in addition to a copy of what was placed. It is EXTREMELY IMPORTANT to note the EXACT dates of each ad, and the FULL NAME of the publication and/or websites on which the ads appeared, with respect to EACH SPECIFIC HIRE. In other words, when recruitment for a faculty position is concluded, we
need the places and dates of all ads that constituted recruitment for that specific position.

- Total number of applicants.

- The names and institutions of each finalist.

- The reasons why each finalist not chosen was less qualified than the individual ultimately selected (or that the other finalists rejected the offer, or took jobs elsewhere, etc.). Note that it is also OK to explain why the selected candidate was better than the others. In the case of a University teaching position labor certification, the applicable legal standard is “no equally qualified U.S. workers” who are ready, able, and willing to take the job.