Advertising Approved Tenure-Track Faculty Searches

- Advertisements for positions should be submitted via email to Jen Prak (prak.9@osu.edu) (A&H and SBS) or Peggy Link (link.39@osu.edu) (NMS) by **Friday, September 17, 2021**. Please use the template provided by the college when writing the ad. The template includes required language for background checks, Higher Education Recruitment Consortium (HERC) listings, EEO and diversity. Utilizing a template will also provide a consistent appearance for the ads displayed online. The ads will be reviewed by the Associate Dean of, Diversity, Equity and Inclusion, the Dean of your Division and HR. You will receive a confirmation once your advertisement is approved for posting. Once the ad is approved you can move forward with creating the job opening on Academic Jobs Online. Please note that the ads for Discovery Theme searches require additional language as outlined in the Discovery Theme Administrative Guidelines.

- As you submit your advertisement, please also indicate the name and email address of the Search Committee Chair and Diversity Advocate 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 resources. All search committees must complete this training prior to reviewing applicant files.

- The college will place the final ads for all tenure track searches on the Inside Higher Ed Careers website and the College of Arts and Sciences website. This will satisfy federal requirements regarding posting for international searches. In addition, the college will place the final position advertisement with national diversity and inclusion databases such as The National Registry of Diverse & Strategic Faculty, SREB Doctoral Scholars Program Directory, and the Minority Postdoc Doctoral Directory. Access to these databases will be provided to the Search Committee by the college’s Human Resources team. These databases may be used to proactively search for diverse candidates. For further information, see the Resources for Recruiting a Diverse Faculty that are posted at [https://ascintranet.osu.edu/faculty/recruitment-hiring](https://ascintranet.osu.edu/faculty/recruitment-hiring).

Academic Jobs Online

- The college will be working again this year with AcademicJobsOnline.org, a job portal for the academic community for posting job openings and collecting application materials. The college has purchased a spot on Academic Jobs Online for each approved faculty search. Academic Jobs Online allows search committees to collect, organize and share application materials electronically.

- Job requisitions should not be created through Workday until a candidate has accepted the offer. The intended candidate will need to submit their application through Workday once their offer has been completed.

Recruitment Resources for Faculty Search Committees

- Associate Dean for Diversity, Equity and Inclusion, Wendy Smooth will follow up with you soon about scheduling the search committee for Inclusive Excellence training which includes best practices for recognizing and mitigating implicit bias and fostering diversity.
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. 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.

Three recruitment folders per search will be available for your department. 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.

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

**Campus Visits**

The Dean for your division must approve finalists before they are invited to campus for visits. The diversity recruitment report is available at [https://ascintranet.osu.edu/faculty/recruitment-hiring](https://ascintranet.osu.edu/faculty/recruitment-hiring) and must be submitted in accordance with the instructions on the form as part of the approval process. Follow-up information about this form will be sent to search committee chairs as they are identified and will be discussed during the Inclusive Excellence Search training.

The college’s Appointments, Promotion and Tenure document has the following provision:

“At least one of the candidates invited to campus must contribute to increasing the diversity of the unit. If the search committee judges that in the pool of candidates there is no qualified person who can contribute to the diversity of the TIU, it will explain at a meeting of the faculty its efforts to attract a diverse pool of applicants and will describe the pool of applicants and the pool of finalists before asking the faculty to vote on inviting the finalists to campus for an interview. Vigorous efforts to ensure a diverse pool of highly qualified candidates are required.”

If you would like specific data about the demographic trends in your department/school as well as the trends of PhDs in your specific discipline in order to answer the question about underrepresented populations in your unit, please contact Liana Crisan-Vandeborne, the college’s data analyst, at Crisan-Vandeborne.1@osu.edu.

Please attach the EEO Report for the position available in Academic Jobs Online or other application portal. If you need assistance with this, please contact your HR Consultant. In addition, if you need additional information in order to fill out the “proposed interview pool chart” on the diversity recruitment report, please contact Wendy Smooth.
College of Arts and Sciences
FY22 Recruitment and Hiring for Tenure-Track Faculty Searches
Information Sheet

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

- Please look at 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, associate dean for diversity, equity and inclusion, Wendy Smooth 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 Tyiesha Radford at Radford.15@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, following the approval to offer conversation 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 communicate approved offers to the Divisional 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.
The ASC HR Office will draft the formal offer letter and route the letter to the appropriate individuals for review and signature using DocuSign. Please note that offer letters for senior rank faculty positions must receive approval from OAA prior to being signed and sent to the candidate. Discovery Theme Searches also require the approval of the Discovery Theme Lead and Brad Harris.

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, 2022.

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.

- The college 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 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.