Authorized Searches
A folder titled “Discovery Themes Hiring Materials” has been created in BuckeyeBox which contains information regarding authorized Discovery Themes searches. The documents available in the folder include:

- Authorization letter for each search which includes the anticipated rank, salary and start-up package for the position
- Salary comps from the CIC, AAU, OSU and any discipline-specific benchmarks
- Hiring documents
  - Boilerplate language for DT offer letters
  - MOU template for DT hires
  - Diversity search strategies report template required for all DT searches
  - Faculty start-up worksheet to detail the investments

Note that any offer for a higher rank, salary or start-up must be approved by the Lead Dean prior to generation of an offer letter. For guidance, contact the faculty lead for your area:

- Translational Data Analytics Institute, Raghu Machiraju, machiraju.1@osu.edu
- Emerging and Re-emerging Infectious Disease Detection, Treatment and Prevention, Michael Oglesbee, oglesbee.1@osu.edu
- Personalized Food and Nutritional Metabolic Profiling to Improve Health, Mark Failla, failla.3@osu.edu
- Prevention and Treatment of Chronic Brain Injury, Randy Nelson, nelson.427@osu.edu
- Initiative for Food and AgriCultural Transformation, Casey Hoy, hoy.1@osu.edu
- Sustainable and Resilient Economy, Elena Irwin, irwin.78@osu.edu
- Materials and Manufacturing Sustainability Initiative, Steven Ringel, ringel.5@osu.edu

For questions on authorized searches please contact Brad Harris at harris.54@osu.edu or 292-4698.

Advertising and Faculty Recruitment
- Searches may begin immediately upon receipt of written authorization of approval from the Office of Academic Affairs (OAA). Designated lead TIU’s will conduct searches as with other faculty searches in the unit.

- Advertisements for all Discovery Themes funded (or partially funded) positions must include the following language:

  **Joint Position Language:**
  
  ‘This position is partially funded by Ohio State’s Discovery Themes, a significant faculty hiring investment in key thematic areas in which the university can build on its culture of academic collaboration to make a global impact.’

  **Inclusive Diversity Language:**
  
  ‘The Ohio State University is committed to establishing a culturally and intellectually diverse environment, encouraging all members of our learning community to reach their full potential. We are responsive to dual-career families and strongly promote work-life balance to support our community members through a suite of institutionalized policies. We are an NSF Advance Institution and a member of the Ohio/Western Pennsylvania/West Virginia Higher Education Recruitment Consortium.’

  **Diversity Value Language:** In addition to the ‘inclusive diversity’ statement above, TIUs are strongly encouraged to include a statement related to Ohio State’s diversity values in the preferred qualifications sections of the various position descriptions. Examples include:
Preferred Qualifications: Program experience, university teaching experience, experience mentoring members of underrepresented groups.’

Preferred Qualifications: Experience developing or working in interdisciplinary research teams, experience mentoring members of underrepresented groups.’ This could be tailored to target specific fields - humanities, STEM, etc.

- The lead TIU/college is encouraged to advertise Discovery Themes positions in publications/media outlets that support Ohio State’s inclusive diversity goals. For questions regarding advertising, please contact Kathleen Kemp at kemp.75@osu.edu or 292-3342.

- The lead TIU/college(s) will provide funds for approved faculty searches – including advertising and interviewing. These recruitment costs may be shared between TIUs for positions for joint hires.

- All members of Discovery Themes search committees are required to attend a one-hour workshop on best practices for ensuring a diverse candidate pool. Contact Yolanda Zepeda at zepeda.3@osu.edu or 292-5848.

- Search committees are expected to use the Faculty Recruitment Resources Guide - Tips to Ensure a Successful Search.

Funding and Fiscal Issues

- Each Discovery Themes hire will have an MOU which details, among other things, how units will share the salary/benefits funding, start-up funding, Annual Merit Compensation Process increases, salary recovery, and indirect cost recovery. The boilerplate language being used for the MOU is available in the “Discovery Themes Hiring Materials” in BuckeyeBox or via Brad Harris harris.54@osu.edu.

- Salary and benefits
  - Discovery Themes positions will be funded, in aggregate, 50% by OAA and 50% by the TIU/college(s). The maximum salary for a given position, with funding from OAA, will be $250,000. Benefits will be in addition to the salary provided and covered proportionately based on the salary split. (e.g., $250,000 x 50% = $125,000 + benefits is maximum OAA contribution)
  - OAA will not contribute to other components of compensation (e.g. bonus, administrative attachments, off-duty pay, moving/relocation expenses, etc).
  - OAA funding will be done via a transfer of cash for actual salary and benefit expenditures for Discovery Themes hires after first close each fiscal year.
  - Brad Harris will review proposed salaries for all DT positions and compare them to applicable benchmarks, including the Committee on Institutional Cooperation (CIC), the Association of American Universities (AAU), and relevant college association benchmarks as well as current OSU faculty salaries and will work with the college deans and fiscal officers to set appropriate targets. Exceptions to the targeted salary must be approved by the Lead Dean prior to generation of an offer letter. For guidance, contact the faculty lead for your area.

- Start-up packages
  - Discovery Themes start-up packages will be funded, in aggregate, 50% by OAA and 50% by the TIU/college(s) and other contributing units. The maximum amount of start-up funding from OAA will be $500,000. (example 1: start-up of $800,000 x 50%= $400,000 OAA contribution or example 2: start-up of $1,500,000 = $500,000 maximum OAA contribution)
  - OAA funding for start-up packages will be provided via a transfer of cash in the amount and frequency outlined in the hiring MOU.
  - Target start-up packages will be set for each position. Exceptions to the targeted start-up must be approved by the Lead Dean prior to generation of an offer letter. For guidance, contact the faculty lead for your area.

- Annual salary and benefits adjustments
o Annual Merit Compensation Process adjustments and benefits increases will be shared between OAA and the TIU/college(s) on a proportional basis, based on how each position was funded at the time of hire.

- Salary recovery
  o Salary recovery will be shared between OAA and the TIU/college(s) based on the proportion of funding for salary/benefits at the time of hire.

- Facilities and Administrative Costs (F&A) aka Indirect cost recovery
  o F&A will generally be shared between OAA and the TIU/college(s) based on the proportion of funding for salary/benefits and start-up. However, in cases where a disproportionate amount of start-up is provided by one unit the IDC share may be modified.
  o F&A flowing back to OAA will be used to fund shared resources intended to enhance the capabilities of Discovery Themes faculty.