



Applies to: Faculty

### Responsible Office

**Office of Academic Affairs**

### POLICY

Issued: 07/26/2004  
Revised: 08/20/2024

The university recruits and selects the most qualified individuals for open positions. Assessment and selection of candidates include an evaluation of how they would support and advance the [university’s vision, mission, and values](#). In all cases, recruitment and selection activities are guided by a commitment that all qualified applicants will receive consideration for employment in accordance with the university’s [Affirmative Action & Equal Employment Opportunity policy](#) and [Ohio Executive Order 023-01D](#).

Faculty recruitment and selection follows the [Strategic Hiring Initiative for Faculty Talent \(SHIFT\) framework](#) with an emphasis on attracting and engaging qualified and diverse applicant pools who are extraordinary scholars and leaders in their respective fields. Deans, department chairs, and search committee members work in partnership with the Office of Faculty Affairs within the Office of Academic Affairs (OAA) and other key stakeholders, including the Offices of Human Resources (OHR) and Legal Affairs (OLA), in adherence to the SHIFT framework to ensure a fair, consistent, and equitable search process.

The hiring of non-U.S. residents is subject to specific federal statutes. Questions regarding work authorizations, visas, or immigration filings should be addressed to the Office of International Affairs (OIA) and OHR Talent Immigration.

The recruitment of tenure-track, clinical/teaching/practice, research, and associated faculty to fill vacant positions must be based on a clear and sound plan for the programmatic future of the department and college and on a realistic determination of the availability of resources to support the appointment. The dean of the college must give approval prior to initiating a faculty search process.

### Purpose of the Policy

To provide guidance and establish fair, consistent, and equitable standards when recruiting and selecting faculty talent.

### Definitions

Term	Definition
Hiring unit	A college, department, regional campus, center, or office with authority to recruit and hire faculty
International candidate	Faculty candidate who does not have permanent residency within the United States.



Applies to: Faculty

### PROCEDURE

Issued: 07/26/2004

Revised: 8/20/2024

#### I. Planning and Process

##### A. Guiding principles

1. The university recognizes that a fundamental part of the recruitment and selection of faculty is taking an intentional approach to initiating and approving requisitions to fill vacant or new positions and developing a search strategy to attract qualified and diverse faculty applicant pools. In cases where the recruitment effort seeks to fill an endowed faculty position, the hiring unit should also refer to the [Faculty Appointments policy](#).
2. In determining whether to fill an existing vacated faculty position or to create a new faculty position, hiring units should be mindful of their ability to support such faculty moving forward, and should consult with OAA for assistance if they are facing situations that include but are not limited to:
  - a. Declining enrollments,
  - b. Inadequate resources to support the activities and professional development of current faculty, and
  - c. Other major changes that could affect the need for faculty in particular areas of expertise.
3. Except for faculty searches at the senior leadership level (such as the provost, vice provosts, and deans), all faculty searches and hires must:
  - a. Align with the tenure initiating unit's (TIU's) appointment, promotion, and tenure (APT) document, the TIU's pattern of administration (POA), and the university's [SHIFT framework](#); and
  - b. Be approved by the college dean or designee and, if applicable, the regional campus dean or designee.
4. Hiring units are to conduct equitable, consistent, and effective recruitment, hiring, and selection processes.

##### B. Strategic recruitment plans and job posting requirements

1. Hiring units must begin the search process by creating a strategic outreach and recruitment plan known as the Search Strategy Report and provided in the [SHIFT framework](#).
2. Except as noted below in I.B.4, hiring units, in partnership with OHR, must initiate requisitions and post all faculty positions in Workday.
3. Advertising and job postings should provide for the maximum possible flexibility in hiring, taking into consideration the following:
  - a. An advertising strategy should be developed to ensure visibility for the faculty position and to obtain a diverse applicant pool.
  - b. The Academic Hiring Profile must clearly outline the expectations of the faculty position using the SHIFT framework template.
  - c. All offers extended to candidates must be consistent with the position outlined in the Academic Hiring Profile.
  - d. Hiring units should strongly consider designating the salary as negotiable (rather than stating a salary range).
4. Positions and situations that do not require a posting in Workday include but are not limited to:
  - a. Acting and interim appointments;
  - b. Transfers of TIUs;
  - c. Transfers from tenure-track to clinical/teaching/practice or research appointments;
  - d. Internal candidates transferring from an associated faculty position to clinical/teaching/practice or research faculty position; and
  - e. Changes in full-time equivalency (FTE) levels.
5. Except as noted above in I.B.4., hiring units must conduct a search for all faculty positions. Hiring units may request approval from OAA for a search waiver (see [OAA Policies and Procedures Handbook](#)).



Applies to: Faculty

- C. Considerations for hiring of international candidates without permanent residency
  1. OIA, in coordination with OHR Talent Immigration and OLA, is responsible for assisting hiring units in bringing international faculty members to Ohio State in the most appropriate immigration status.
  2. In some cases, Ohio State must demonstrate to the U.S. Department of Labor (DOL) that no U.S. workers are available for a position as a prerequisite to obtaining permanent residence (a “green card”) for an international faculty member.
    - a. DOL requirements to test the U.S. labor market for available workers for a university teaching position include a minimum of at least one advertisement in a national professional journal posted by the hiring unit. This advertisement may either be in a print ad or a 30-day (or more) online national publication posting, such as *Inside Higher Education*. Advertisements (print or online) in a national professional journal appropriate to the field are also acceptable.
    - b. If a hiring unit fails to place at least one print advertisement in a national professional journal or an online advertisement in a national professional journal for at least 30 days, permanent residence may be delayed.
  3. Prior to extending an offer to an international candidate, the hiring unit, with assistance from the unit HR professional or other appropriate administrator, should consult with OIA and/or OHR Talent Immigration to clarify responsibilities, costs, time frames, and ongoing compliance obligations related to the immigration process. Additional information can be found on OIA’s [Permanent Residency webpage](#).
  4. Obtaining permanent residency status may take many years due to government processing times and numerical limits on employment-based immigration. TIU heads or college deans should monitor closely the process and efforts being used for international candidates to obtain permanent residency.
  5. International candidates appointed at a senior rank (associate professor or professor) who do not have permanent residency or are not “protected individuals” under [8 U.S.C. §1324b\(a\)\(3\)](#) will be required to complete a memorandum of understanding with the TIU articulating that the faculty member understands that they will be afforded all protections of tenure, with the exception that should their right to work in the United States be revoked, their position and tenure will be terminated. The TIU may make an exception to such termination where loss of employment authorization is expected to be temporary and occurred through no fault of the faculty member. (In no circumstance is a faculty member permitted to work in the U.S. during any gap in employment authorization.)
  6. Individuals with delays in achieving permanent residency status should consult with OIA and/or OHR Talent Immigration.
- D. Diverse pool of qualified applicants
  1. The university is committed to having recruitment and hiring practices that reflect excellence and best practices. To that end, hiring units must report, in the SHIFT Search Strategy Report, the efforts used to attract a diverse pool of highly qualified applicants following affirmative action regulatory requirements. Hiring units should work with the Office of Institutional Equity (OIE) to review affirmative action goals as part of their recruiting efforts.
  2. Simply advertising and posting a position description is rarely sufficient to ensure the position has broad visibility across various platforms. As a best practice and as the [SHIFT framework](#) outlines, hiring units should engage in proactive talent sourcing activities such as networking and outreach to professional organizations, associations, and programs in an effort to create visibility and promote the position among broad networks.
- E. Responsibilities of hiring unit heads and search committees
  1. To support consistency, fairness, and equity, hiring units must use the [SHIFT framework](#) throughout the faculty search process. The evaluation rubrics provided in the [SHIFT framework](#) are to be used at each stage of the candidate review process, including evaluation of the initial applicant pool. Collective feedback from reviewers will be gathered following each of the reviews and evaluations. The rubrics are intended to support the consistent, fair, and equitable evaluation of candidates.



Applies to: Faculty

2. All search committee members, TIU heads, and college and regional campus deans must complete the training(s) required in the [SHIFT framework](#). Additional optional trainings may be made available to support search committee members throughout the search process. Individuals not serving on the search committee who interact with the candidate(s) must complete OIE's Equal Employment Opportunity: Recruitment, Selection, and Hiring Guidelines training.
  3. Every search committee must identify a Faculty Hiring Procedures Oversight Designee, as defined in the [SHIFT framework](#), who ensures that efforts are made to attract and engage a qualified, diverse applicant pool and advance excellence throughout the search process.
  4. Search committees make recommendations to the hiring unit's Committee of Eligible Faculty (CEF) and/or the TIU head or regional campus dean, if applicable, following completion of the search process and as outlined in their APT document. The charge to the search committee should clearly state the form in which these recommendations are to be made.
  5. Search committees are advisory to the CEF and/or the TIU head or regional campus dean, if applicable. Non-faculty members of search committees are permitted to participate and vote on candidate recommendations to the CEF and/or TIU head.
  6. On receipt of the search committee's recommendation and, if applicable, the CEF's recommendation, the TIU head or regional campus dean, if applicable, may recommend extending an offer to a particular candidate, postponing the search, or canceling the search altogether.
  7. If the decision of the TIU head or regional campus dean, if applicable, is contrary to the recommendation of the search committee or the CEF, the TIU head or regional campus dean will communicate to the search committee and/or the CEF why they disagree with the recommendation and communicate any decision regarding the search.
  8. All candidates not selected as final candidates in the recruitment process are to be dispositioned by the search committee with the appropriate disposition code at the appropriate stage of the search process, as outlined in the university's [SHIFT framework](#).
  9. The hiring unit must retain all search materials, as outlined in the [SHIFT framework](#), for the period required under the university's [General Records Retention Schedule](#).
- F. Hiring probationary tenure-track faculty
1. In hiring faculty into probationary tenure-track faculty positions, the TIU should have evidence that these persons, given their training and record to date, will successfully meet the TIU's, college's, and university's standards for tenure by the end of the probationary period.
  2. Projected assignments for a proposed probationary appointment must be consistent with the criteria and standards for tenure. Given the necessarily substantial emphasis on teaching and research in the tenure decision-making process, it is generally inappropriate to hire probationary faculty for appointments with substantial administrative duties.
- G. Search process for and hiring of regional campus faculty
1. Regional campus deans are primarily responsible for determining the position descriptions for faculty searches on their campuses and must consult with and seek agreement on the description with the TIU head that will serve as the TIU for the appointee.
  2. Search committees must include representation from both the regional campus and the prospective TIUs. Candidates should be interviewed by, at a minimum, the regional campus dean, the TIU head, and either the search committee or a representation of faculty from both the regional campus and the prospective TIU.
  3. Search committees must follow the TIU's search procedures, and interviewees visit both the Columbus campus and the regional campus. The search committee makes recommendations to the TIU following I.E.5. and E.6. above, and to the regional campus dean.
  4. A hiring decision requires agreement on the part of the TIU head, with input from the college dean and regional campus dean. Negotiations with a candidate may not begin without such an agreement. Both the TIU head and the regional campus dean must sign the letter of offer.



Applies to: Faculty

- H. Negotiation with the candidate
  - 1. Every letter of offer to a probationary tenure-track, clinical/teaching/practice, and research faculty member requires the prior approval of the college dean or the dean's designee, and the regional campus dean, if applicable.
  - 2. Negotiation with a particular candidate may not commence without prior approval of the college dean and, if applicable, the regional campus dean and unit HR and Finance unless the college dean has directed otherwise.
- I. Letters of offer and onboarding
  - 1. Letters of offer must follow the current standard template language for faculty appointments found in the [SHIFT framework](#), which includes the offer being contingent upon Board of Trustee approval, verification of credentials, and a criminal background check.
  - 2. A finalist for any faculty position that carries tenure must sign an authorization and disclosure form, which, upon request by Ohio State, will allow current or prior employer(s) to share information regarding any findings of employment-related misconduct or disciplinary proceedings against a candidate and any pending investigations related to alleged misconduct. See the [Faculty Misconduct Reference Checks webpage](#) for more information.
  - 3. With respect to onboarding, all new faculty members are encouraged to attend the university new faculty orientation, generally held a week before the start of autumn semester. Details about new faculty orientation can be found on the [Office of Faculty Affairs website](#). In addition, hiring units should develop onboarding plans as provided in the [SHIFT framework](#) as well as any other university-supported onboarding resources and offerings. These plans should include connecting the new hire with resources, information about the department's mission, and other staff and faculty to help ensure a successful transition in the new role.
- II. Appointments at Senior Rank or With Prior Service Credit
  - A. Approvals
    - 1. All tenure-track appointments and appointments at the rank of professor and associate professor for all faculty tracks with prior service credit require prior approval by the college dean and OAA.
    - 2. When seeking such prior approval, the hiring unit must submit the following required documentation to OAA as applicable:
      - a. Copy of the draft letter of offer
      - b. Candidate's CV
      - c. For positions that require external letters of evaluation (tenure track, research, and clinical/teaching/practice where required by the unit), five letters from external evaluators, no more than three of which should be reference letters or suggested by the candidate. Letters are not required for tenure-track assistant professors with prior service credit.
      - d. Reviews and recommendations by the:
        - i. TIU CEF
        - ii. TIU head
        - iii. College dean and regional campus dean, if applicable (Consultation with the college promotion & tenure committee is at the discretion of the dean.)
  - B. Timing of approvals
    - 1. The full approval process should be completed prior to a letter of offer being released to a candidate.
    - 2. If a full approval process has not been completed or is not possible, the following two-step process will be required:
      - a. The letter of offer must be approved by OAA before it is released to the candidate and must include language indicating that the offer relative to rank is contingent upon a successful review by the TIU CEF, TIU head, college dean, OAA, and the Board of Trustees.
      - b. Once the college-level review for rank is complete, as described in II.A.1.d. above, OAA must review and approve the appointment at the recommended rank.



Applies to: Faculty

- C. Senior rank (associate professor or professor)
  - 1. The TIU must demonstrate that the candidate meets or exceeds the criteria articulated in the TIU’s APT Document for the particular rank sought. Since the review process takes time, the TIU head or dean should plan ahead in proposing such appointments. Candidates are to be permitted to share a copy of their CV; teaching, scholarship, and service narratives (as they would in a core dossier); and supporting evidence (e.g., peer evaluations of teaching, Student Evaluations of Instruction (SEIs), scholarly work not publicly available).
  - 2. The TIU must follow the procedures for recommending appointment of the candidate contained within the TIU’s APT Document, including a vote of the TIU faculty if applicable. The TIU should follow the procedures for recommending promotion with tenure contained within the TIU’s APT Document, including a vote of the TIU faculty. These review processes may run concurrently.
- D. Prior service credit for tenure-track assistant professor positions
  - 1. The TIU must demonstrate that the candidate has accomplishments that inspire confidence that their record will warrant a positive recommendation for promotion and tenure at the end of the shortened probationary period.
  - 2. The TIU will follow the procedures for recommending appointment of the candidate contained within the TIU’s APT Document, including a vote of the CEF if applicable. In addition, at the request of the candidate, the TIU will follow the procedures for recommending granting prior service credit contained within the TIU’s APT Document, including a vote of the CEF, TIU head, dean, and OAA. These review processes may run concurrently.
  - 3. Lack of prior service credit does not mean that an individual must serve a full probationary period at Ohio State. Earlier review is possible when justified by the record of accomplishment. Therefore, even when prior service credit is requested, the TIU should discourage the candidate from seeking a shorter probationary period.

III. Faculty from Other Institutions

A. Hiring after April 30

- 1. OAA will not approve letters of offer dated after April 30 to faculty holding a tenure-track appointment at another Association of American Universities institution unless the letter is accompanied by evidence that the other institution has granted such permission.

Responsibilities

Position or Office	Responsibilities
Candidates	<ul style="list-style-type: none"> <li>1. Sign authorization and disclosure form if candidate is a finalist for a faculty position that carries tenure.</li> <li>2. Complete memorandum of understanding with TIU if international candidate appointed at senior rank who does not have permanent residency or is not a “protected individual” as set forth in the policy.</li> </ul>
Committee of Eligible Faculty (CEF)	<ul style="list-style-type: none"> <li>1. Make recommendations of faculty appointments to TIU head following a search process.</li> <li>2. Review and make recommendation to hiring unit for faculty appointments at senior rank or with prior service credit.</li> <li>3. Complete OIE’s Equal Employment Opportunity: Recruitment, Selection, and Hiring Guidelines training.</li> </ul>
College dean	<ul style="list-style-type: none"> <li>1. Give prior approval of faculty searches, where appropriate.</li> <li>2. Approve all faculty searches and hires except for faculty searches at the senior leadership level.</li> <li>3. Provide input to TIU head on hiring decisions for regional campus faculty.</li> <li>4. Approve letters of offer to probationary tenure-track, clinical/teaching/practice, and research faculty members.</li> <li>5. Provide prior approval before negotiations with candidates begin.</li> <li>6. Provide prior approval, when appropriate, for tenure-track appointments and appointments at the rank of professor and associate professor for faculty tracks with prior service credit.</li> <li>7. Review and make recommendation to hiring unit for faculty appointments at senior rank or with prior service credit, if applicable.</li> <li>8. Monitor process and efforts being used for international candidates to obtain permanent residency.</li> <li>9. Complete the training(s) required in the <a href="#">SHIFT framework</a>.</li> </ul>

Applies to: Faculty

Position or Office	Responsibilities
Faculty Hiring Procedures Oversight Designee	Ensure efforts are made to attract and engage qualified, diverse applicant pool and advance excellence throughout the search process.
Hiring Unit	<ol style="list-style-type: none"> <li>1. Conduct equitable, consistent, and effective recruitment, hiring, and selection processes for all faculty positions.</li> <li>2. Begin search processes by creating a Search Strategy Report as provided in the SHIFT framework.</li> <li>3. Initiate requisitions and post all faculty positions in Workday, in partnership with OHR, except as noted in Procedure I.B.4.</li> <li>4. Post a minimum of at least one advertisement in a national professional journal to comply with DOL requirements.</li> <li>5. Consult with OIA and/or OHR Talent Immigration to clarify responsibilities, costs, time frames, and ongoing compliance obligations related to immigration process prior to extending offers to international candidates.</li> <li>6. Report in SHIFT Search Strategy Report efforts used to attract a diverse pool of highly qualified applicants following affirmative action regulatory requirements.</li> <li>7. Engage in proactive talent sourcing activities such as networking and outreach to professional organizations, associations, and programs to create visibility and promote the position among broad networks.</li> <li>8. Work with OIE to review affirmative action goals as part of recruiting efforts.</li> <li>9. Use the <a href="#">SHIFT framework</a> throughout the faculty search process.</li> <li>10. Retain all search materials for the period required under the university's <a href="#">General Records Retention Schedule</a>.</li> <li>11. Develop onboarding plans as provided in the <a href="#">SHIFT framework</a>.</li> <li>12. Submit required documentation to OAA when seeking prior approval for faculty appointments at senior rank or with prior service credit.</li> </ol>
Individuals not serving on the search committee who interact with candidate(s)	Complete OIE's Equal Employment Opportunity: Recruitment, Selection, and Hiring Guidelines training.
Office of Academic Affairs	<ol style="list-style-type: none"> <li>1. Approve search waivers, when appropriate.</li> <li>2. Provide prior approval, when appropriate, for tenure-track appointments and appointments at the rank of professor and associate professor for all faculty tracks with prior service credit.</li> </ol>
Office of Human Resources Talent Immigration	<ol style="list-style-type: none"> <li>1. Address questions regarding work authorizations, visas, or immigration filings.</li> <li>2. Coordinate with OIA to assist hiring units in bringing international faculty members to Ohio State in the most appropriate immigration status.</li> </ol>
Office of International Affairs	<ol style="list-style-type: none"> <li>1. Address questions regarding work authorizations, visas, or immigration filings.</li> <li>2. Assist hiring units in bringing international faculty members to Ohio State in the most appropriate immigration status.</li> </ol>
Regional campus dean	<ol style="list-style-type: none"> <li>1. For regional campus appointments, approve all faculty searches and hires, except at the senior leadership level.</li> <li>2. When applicable, communicate to search committee or CEF why they disagree with their recommendation.</li> <li>3. Determine position descriptions for faculty searches on regional campuses in agreement with TIU head.</li> <li>4. For regional campus appointments, interview candidates and serve on search committees.</li> <li>5. For regional campus appointments, make hiring decisions in collaboration with TIU head.</li> <li>6. For regional campus appointments, sign offer letter with TIU head.</li> <li>7. For regional campus appointments, provide prior approval for letters of offer to probationary tenure-track, clinical/teaching/practice, and research faculty members.</li> <li>8. For regional campus appointments, provide prior approval before negotiations with candidates begin.</li> <li>9. Provide prior approval, where appropriate, for tenure-track appointments and appointments at the rank of professor and associate professor for all faculty tracks with prior service credit, when applicable.</li> <li>10. Complete the training(s) required in the <a href="#">SHIFT framework</a>.</li> </ol>
Search committee	<ol style="list-style-type: none"> <li>1. Identify a Faculty Hiring Procedures Oversight Designee.</li> <li>2. Make recommendations to the TIU's CEF and/or the TIU head or regional campus dean, if applicable, following completion of the search process.</li> </ol>



Applies to: Faculty

Position or Office	Responsibilities
	<ol style="list-style-type: none"> <li>3. Ensure that all candidates not selected as final candidates are dispositioned with the appropriate disposition code at the appropriate stage of the search process.</li> <li>4. Include representation from prospective TIUs and regional campus, if applicable.</li> <li>5. For regional campus appointments, follow TIU's search procedures and make recommendations to TIU and to the regional campus dean.</li> <li>6. Complete the training(s) required in the <a href="#">SHIFT framework</a>.</li> </ol>
Tenure initiating unit (TIU)	<ol style="list-style-type: none"> <li>1. Complete memorandum of understanding with international candidates appointed at senior rank who do not have permanent residency or are not "protected individuals."</li> <li>2. For appointments at senior rank of associate professor or professor, demonstrate that the candidate meets or exceeds the criteria articulated in the TIU's APT Document.</li> <li>3. For appointments at senior rank of associate professor or professor, follow procedures for recommending appointment contained within the TIU's APT Document.</li> <li>4. Demonstrate that tenure-track assistant professor candidates recommended for prior service credit have necessary accomplishments.</li> <li>5. For tenure-track assistant professor appointments recommended for prior service credit, follow the procedures for recommending appointment of the candidate contained within the TIU's APT document, including a vote of the CEF if applicable.</li> </ol>
TIU head	<ol style="list-style-type: none"> <li>1. Monitor process and efforts being used for international candidates to obtain permanent residency.</li> <li>2. Recommend to the dean to make an offer to a particular candidate, resume the search, or cancel the search.</li> <li>3. When applicable, communicate to search committee or CEF why they disagree with their recommendation.</li> <li>4. For regional campus appointments, seek agreement with regional campus deans on position descriptions.</li> <li>5. For regional campus appointments, interview candidates.</li> <li>6. For regional campus appointments, make hiring decisions in collaboration with regional campus dean.</li> <li>7. For regional campus appointments, sign an offer letter with regional campus dean.</li> <li>8. Complete the training(s) required in the <a href="#">SHIFT framework</a>.</li> </ol>
Unit HR and Finance	Provide prior approval before negotiations with candidates begin, if applicable.

### Resources

#### Governance Documents

Affirmative Action & Equal Employment Opportunity policy, [go.osu.edu/aaeco-policy](http://go.osu.edu/aaeco-policy)  
 General Records Retention Schedule, [go.osu.edu/retention-schedules](http://go.osu.edu/retention-schedules)  
 OAA Policies and Procedures Handbook, [oaa.osu.edu/policies-and-procedures-handbook](http://oaa.osu.edu/policies-and-procedures-handbook)  
 Ohio Executive Order 023-01D, [governor.ohio.gov/media/executive-orders/2019-05d](http://governor.ohio.gov/media/executive-orders/2019-05d)  
 University Faculty Rules, [trustees.osu.edu/bylaws-and-rules/university-faculty-rules](http://trustees.osu.edu/bylaws-and-rules/university-faculty-rules)

#### Reference Documents

Faculty Misconduct Reference Checks webpage, [oaa.osu.edu/faculty-misconduct-reference-check](http://oaa.osu.edu/faculty-misconduct-reference-check)  
 New Faculty Orientation, [oaa.osu.edu/new-faculty-program](http://oaa.osu.edu/new-faculty-program)  
 Sample Appointment Letters, [oaa.osu.edu/policies-and-procedures-handbook](http://oaa.osu.edu/policies-and-procedures-handbook)  
 SHIFT Framework, [faculty.osu.edu/faculty-hiring](http://faculty.osu.edu/faculty-hiring)  
 Tools for Conducting Diverse and Effective Recruitment Searches, [womensplace.osu.edu/resources/recruitment-tips](http://womensplace.osu.edu/resources/recruitment-tips)

#### Additional Guidance

Affirmative Action and Equal Employment (AAEEO) training, [buckeyelearn.osu.edu](http://buckeyelearn.osu.edu)  
 Equal Employment Opportunity: Recruitment, Selection, and Hiring Guidelines training, [buckeyelearn.osu.edu](http://buckeyelearn.osu.edu)





Applies to: Faculty

### Contacts

Subject	Office	Telephone	E-mail/URL
Equal Opportunity and Non-Discrimination	Office of Institutional Equity	614-297-5838	<a href="http://equity.osu.edu">equity.osu.edu</a>
International Candidates	Office of International Affairs Office of Human Resources, Talent Immigration	614-292-6101 614-247-6947	<a href="http://oia.osu.edu">oia.osu.edu</a> <a href="http://hr.osu.edu/services/talent-immigration">hr.osu.edu/services/talent-immigration</a>
SHIFT framework, letter of offer; prior service credit; senior rank	Office of Faculty Affairs	614-366-0505	<a href="http://faculty.osu.edu">faculty.osu.edu</a>

### History

Issued: 07/26/2004  
 Revised: 06/15/2010  
 Edited: 10/13/2014  
 Edited: 06/04/2013  
 Edited: 05/14/2012  
 Edited: 01/01/2011  
 Revised: 08/23/2022  
 Revised: 08/20/2024