

Extension Hiring Process for Academic Faculty (2022)

1. Associate Dean or Associate Director-Sea Grant or hiring authority is contacted regarding position vacancy or a proposed new position by a department head, unit head, school head or Regional Director.
2. Associate Dean or Associate Director-Sea Grant requests permission from the Extension Director to approve the position as PoP or tenure track. Associate Dean or Associate Director-Sea Grant also checks with College Dean to ensure administrative agreement.
3. Associate Dean or Associate Director-Sea Grant requests a new PD template with all approved Extension language and provisions included from Marcia Dickson; in addition, the Department or School Head, as appropriate, and the Associate Dean or Associate Director-Sea Grant select bullets from approved menu of options.
4. PD is collectively revised to ensure conformity with all Extension statements, language, and provisions to match position classification.
5. Associate Dean or Associate Director-Sea Grant ensures search committee is diverse and conforms to OSU Extension guidelines for searches.
6. Associate Dean or Associate Director-Sea Grant sends draft revised PD to Search Committee for review. For campus-based positions, the Department/School Head also reviews the PD.
7. Associate Dean or Associate Director-Sea Grant makes final decisions on incorporating suggested edits from Search Committee/Department/School Heads.
8. A copy of the final position description should be shared with the Vice Provost of Extension & Engagement/Director-OSU Extension by the Associate Dean or Associate Director-Sea Grant.
9. For county positions, PD is sent to Marcia Dickson for review and to confirm that Equity and Inclusion language and current Extension standard language is included. Marcia then sends to Class and Comp and finally to HR.
10. For on-campus positions, Associate Dean or Associate Director-Sea Grant engages the school head or department head to process the PD through Class and Comp and to HR for posting.
11. Following the recruitment and interview process, the Associate Dean or Associate Director-Sea Grant or hiring authority requests approval to negotiate with the top candidate within a specified salary range.