

Instructor Pools

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Instructor Pools - Purpose / Terms & Conditions

Purpose: Instructor Pools provide a mechanism for academic units to hire term by term instructors for each academic year through a fair and competitive process.

Terms & Conditions:

- Instructor Pools are 9-month academic appointments and can be used to hire both full and part-time employees at varying FTEs.
- Academic Instructors require a *Masters Degree**
- Instructors are represented by UAOSU.
- 9-month Instructors have a minimum salary of \$43,002.

Instructor Pools - Posting Timeline & Tips

New Instructor Pools are typically posted Spring Term for the following academic year!

Typical Posting Dates:

- 03/16/2022 - 06/15/2023
- 06/16/2022 - 06/15/2023
- Posting dates are FLEXIBLE

Tip of the day: Add a full consideration date for Fall term!

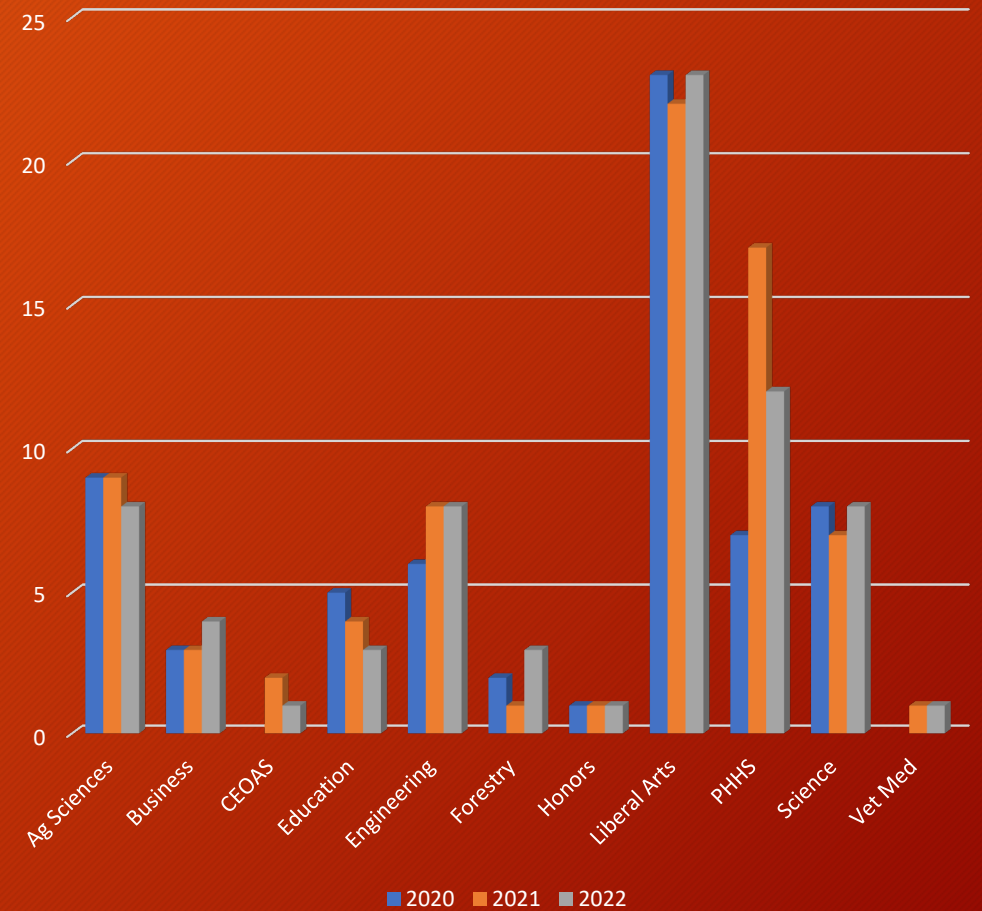
ALWAYS include the following statement in your postings:

- Some appointments may be reviewed for renewal or transition to an instructional position on an annual basis.



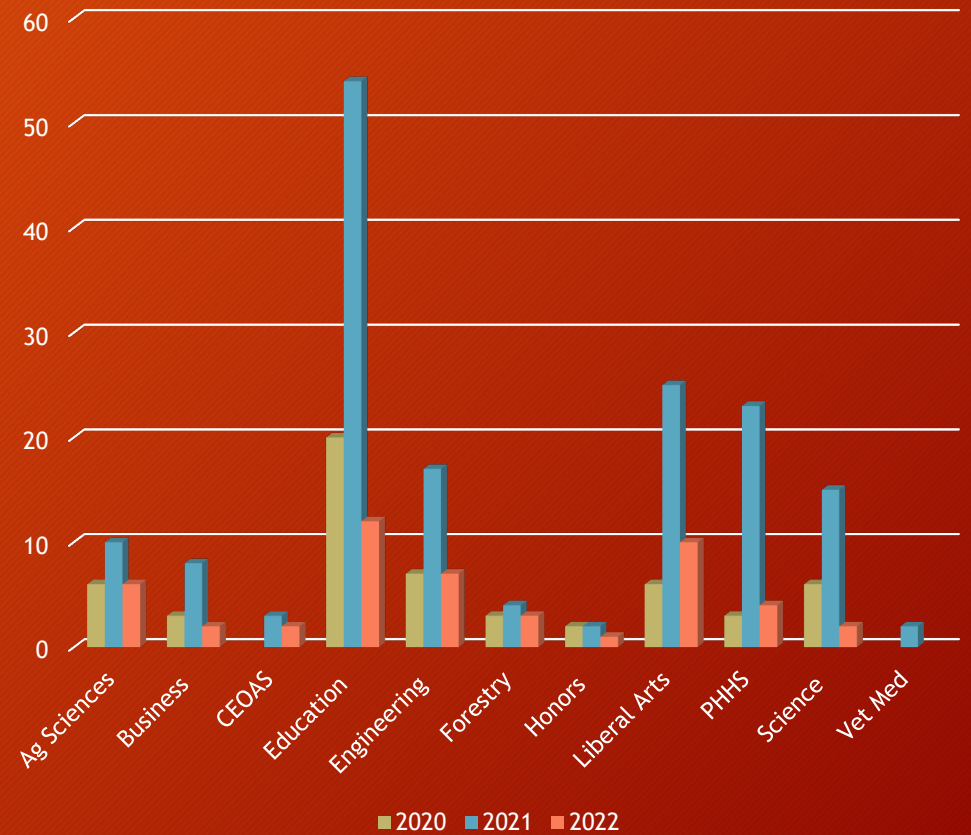
Instructor Pool Statistics

Instructor Pool Postings by Academic Unit & Year



Instructor Pool Statistics

Instructor Pool Hires by Academic Unit & Year



Instructor Pools - New Hires

Instructor Pool Hires have all of the same compliance requirements as any other hire!

The Applicant Disposition Workbook must be completed for each hire and include ALL applicants who applied up to the time the appointee applied.

Terms and Conditions indicating a Masters Degree is required for Instructors unless an exception has been made by Faculty Affairs.

Start the hiring process early! Emergencies happen but if you know of an upcoming vacancy - don't delay!

Requesting a Hire

- When ready to hire, email:
HRRecruitment@oregonstate.edu
- Use the Offer letter Request form found on the HR A-Z list web page under “O”
- Service level expectations are 3 business days once the following are all received:
 - Applicant Disposition Workbook (ADW)
 - Diversity Statement(if required in the posting)
 - Offer Letter Request form



Offer Letter Request
University Human Resources

Fields will automatically expand as text is entered.

Once the selection process has been completed and a successful candidate(s) identified, complete the request in its entirety, otherwise, it may delay the hiring process. This template is to provide the Recruitment Team the details needed to complete the Offer Letter. Send the completed template to HRRecruitment@oregonstate.edu

Position Details	
College/Department/Unit:	
Banner Job Title: (30-character limit)	
Position Number (if known):	
Supervisor Name:	
Supervisor OSU ID (if known):	
Supervisor Position # (if known):	

Successful Candidate	
Name:	
Current OSU Employee?	
OSU ID (if known)	
Anticipated Start Date:	
Note: All start dates are subject to change based on CHC/MV clearance	
Starting Salary/Wage:	

Instructor Pools - Reappointments

- Reappointments are when a department wishes to re-appoint an Instructor who was hired through a previous Instructor Pool process and will have the same position number
- An Instructor hired through a Pool recruitment can be reappointed up to two years after they last taught for OSU
- Reappointments are processed by the HR Support Services team utilizing a spreadsheet
- Notice of Appointment letters are issued by HR for all Reappoints and distributed at the dept level



