Instructor Pools

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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 Postings by Academic Unit & Year

Instructor Pool Statistics
Instructor Pool Statistics

Instructor Pool Hires by Academic Unit & Year

- Ag Sciences
- Business
- CEOS
- Education
- Engineering
- Forestry
- Honors
- Liberal Arts
- PMHS
- Science
- Vet Med

- 2020
- 2021
- 2022
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
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.
• HR utilizes a spreadsheet for Reappointments like that used for Summer Academic Wage

• Completed spreadsheets should be emailed to HRSupportServices@oregonstate.edu as soon as your schedules are set
  • To ensure set up by start of term plan to have your spreadsheet submitted by September 1 (Fall); December 1 (Winter); March 1 (Spring)