# Instructor Pools

Purpose / Terms & Conditions
Posting Timeline & Tips
Statistics
New Hires
Reappointments

### 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!

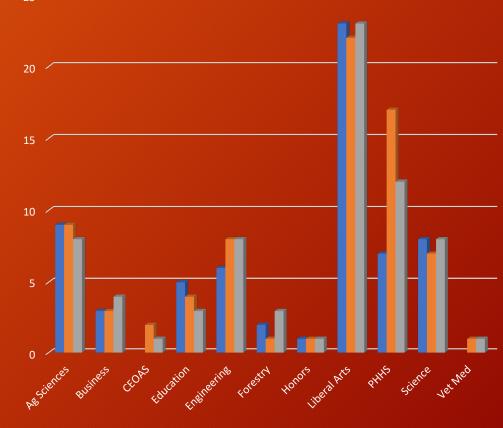
ALWAYS include the following statement in your postings:

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



# Instructor Pool Statistics

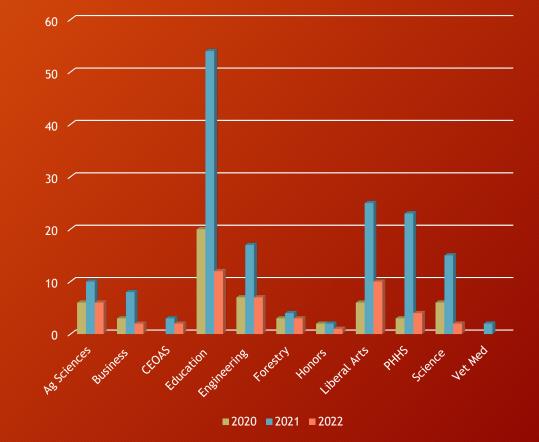
### Instructor Pool Postings by Academic Unit & Year



2020 2021 2022

#### Instructor Pool Hires by Academic Unit & Year

# Instructor Pool Statistics



## 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 Reques

Fields will automatically expand as text is entered.

nce the selection process has been completed and a successful candidate(s) identified, complete the requiries entirety, otherwise, it may delay the hiring process. This template is to provide the Recruitment Team the stails needed to complete the Offer Letter. Send the completed template to <u>HRRecruitment@oregonstate.com</u>

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:	

Vote: All start dates are subject to

ange based on CHC/MV clearance

## 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



Reappointment Spreadsheet

- HR utilizes a spreadsheet for Reappointments like that used for Summer Academic Wage
- Completed spreadsheets should be emailed to <u>HRSupportServices@oregonstate.edu</u> 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)

(Fall, Winter, or Spring) Reappointments for TERM																				
							FT				Actual									Dept Notes (If paying
							Monthly				Monthly								Course	on
							Salary				Salary	Appoint	Supervisor						ID(s) OR	multiple
		Employee				FT	(Calculates				(Calculates	ment	Name		Supervisor				duties	indexes
	Department	name (First			Position	Annual	Automatic				Automatic	Basis (9	(First and	Supervisor	Position		Activity	% of Pay	(e.g.	list those
Org Code	Name	and last name)	ID #	Rank	Number	Salary	ally)	Start Date	End Date	FTE	ally)	or 12)	Last Name)	ID#	Number	Index	Code	on Index	research)	here)
123000	OSU HR	Benny Beaver	930000000	Professor	C12345	60000	5000	9/16/2021	12/15/2021	0.5	2500	12	Bob Beaver	930000001	C13456	E&G100		100	WR121	
							#DIV/0!				#DIV/0!									
							#DIV/0!				#DIV/0!									
							#DIV/0!				#DIV/0!									
							#DIV/01				#DIV/01									