

**INSTRUCTIONS FOR OFFERING AN APPOINTMENT INTO A RANKED POSITION WHEN CANDIDATE DOES NOT POSSESS REQUIRED DEGREE**

There are occasions when a department would like to make an employment offer prior to a candidate's completion of his/her required degree. This is acceptable if the candidate completes his/her academic program and is granted the required degree no later than the start date of their employment at OSU. However, when this does not occur, the candidate has not met the minimum requirements as advertised in the position announcement. The guidelines below outline how the department is to proceed if a candidate has not completed the degree minimally required for the position prior to his/her start date.

Any deviation from these guidelines must be approved by the Senior Vice Provost of Academic Affairs with a copy of the approval submitted to the appropriate business center HR Manager.

<b>For These Advertised Ranks</b>	<b>Appointment Rank if Required Degree(s) Has Not Been Completed by Start Date</b>
<p><b>Instructor OR</b></p> <p><b>Faculty Research Assistant</b></p>	<p>If the candidate has not obtained the required degree by the time the offer is made, the offer letter must state, "This offer of employment is contingent upon completion of your XXXX (degree) by YYYY (date), the start date of your employment."</p> <p>The department head/chair is responsible for contacting the candidate prior to the start date to ensure that he/she has been granted his/her required degree. If the candidate will not be able to obtain his/her required degree by the start date and the department head/chair opts to continue with the appointment of the candidate, the department head/chair is to immediately contact the appropriate business center HR Manager who will assist him/her in issuing a revised offer letter. For both Instructor and Faculty Research Assistant, the candidate may be appointed for one academic term at the respective rank at the advertised salary rate or at a lower salary rate.</p> <p>If the individual has not completed his/her required degree by the end date of the initial appointment, the department head/chair will be required to initiate a waiver of search to continue the employment of the individual. Otherwise, the employee will be terminated at the end of the term.</p> <p>If, after being employed, the individual completes his/her required degree during the initial appointment, the department shall change the appointment rank effective the date of degree certification.</p> <p>When considering these last two options, the impact of the tenure clock (for Instructors) must be taken into account. The employee must be notified (in writing) of the tenure-track dates for his/her appointment. Consult with the Senior Vice Provost for Academic Affairs, as appropriate.</p>

<b>For These Advertised Ranks</b>	<b>Appointment Rank if Required Degree Has Not Been Completed by Start Date</b>
<p><b>Research Associate OR</b></p> <p><b>Research Associate (Post Doc)</b></p>	<p>If the candidate has not obtained the required degree by the time the offer is made, the offer letter must state, "This offer of employment is contingent upon completion of your XXXX (degree) by YYYY (date), the start date of your employment."</p> <p>The department head/chair is responsible for contacting the candidate prior to the start date to ensure that he/she has been granted his/her required degree(s). If the candidate will not be able to obtain his/her required degree by the start date and the department head/chair opts to continue with the appointment of the candidate, the department head/chair is to immediately contact the appropriate business center HR Manager who will assist the department in issuing a revised offer letter. The candidate will be appointed at the rank of Faculty Research Assistant for a period ranging from:</p> <ul style="list-style-type: none"> <li>• 9-month appointment - a term to an academic year, or</li> <li>• 12-month appointment – a term to a calendar year.</li> </ul> <p>The appointment period is at the discretion of the department, but cannot exceed one academic or calendar year. A reduction in the salary offered is optional and at the discretion of the department head/chair.</p> <p>If the individual has not completed his/her required degree by the end date of the initial appointment, the department head/chair will be required to initiate a waiver of search to continue the employment of the individual.</p> <p>If, after being employed, the individual completes his/her degree during the initial appointment, the department shall change the appointment rank and status effective the date of degree certification.</p>

<b>For this Advertised Rank</b>	<b>Appointment Rank if Required Degree Has Not Been Completed by Start Date</b>
<b>Assistant Professor</b>	<p>If the candidate has not obtained the required degree by the time the offer is made, the offer letter must state, "This offer of employment is contingent upon completion of your XXXX (degree) by YYYY (date), the start date of your employment."</p> <p>The department head/chair is responsible for contacting the candidate prior to the start date to ensure that he/she has been granted his/her required degree. If the candidate will not be able to obtain his/her required degree by the start date and the department head/chair opts to continue with the appointment of the candidate, the department head/chair is to immediately contact the appropriate business center HR Manager who will assist the department in issuing a revised offer letter. The candidate will be appointed at the rank of Instructor for a period ranging from:</p> <ul style="list-style-type: none"> <li>• 9-month appointment - a term to an academic year, or</li> <li>• 12-month appointment – a term to a calendar year.</li> </ul> <p>The appointment period is at the discretion of the department, but cannot be more than one academic or calendar year. The individual will be employed at a reduced salary rate that will be determined in consultation with the appropriate business center HR Manager and the Senior Vice Provost of Academic Affairs.</p> <p>If the individual has not completed his/her required degree by the end date of the appointment, the department head/chair will be required to initiate a waiver of search to continue the employment of the individual.</p> <p>If, after being employed, the individual completes his/her required degree during the initial appointment, the department shall change the appointment rank and status effective the date of the degree certification.</p> <p>When considering these last two options, the impact of the tenure clock must be taken into account. The employee must be notified (in writing) of the tenure-track dates for his/her appointment. Consult with the Senior Vice Provost for Academic Affairs, as appropriate.</p>

For this Advertised Rank	Appointment Rank if Required Degree Has Not Been Completed by Start Date
<p><b>Research Associate OR</b></p> <p><b>Faculty Research Assistant</b></p>	<p>When a position is advertised as either a Research Associate or Faculty Research Assistant, the qualifications advertised for each rank are distinct and determine the final offer to be made to the successful candidate.</p> <ul style="list-style-type: none"> <li>• The candidate will be appointed at the rank of Research Associate if he/she has a PhD at the time the offer of employment is made.</li> <li>• The candidate may be offered the rank of Research Associate if it is anticipated that he/she will have completed their PhD not later than their start date. In this case, the offer letter must state, "This offer of employment is contingent upon completion of your XXXX (degree) by YYYY (date), the start date of your employment."</li> <li>• The candidate will be appointed at the rank of Faculty Research Assistant (FRA) if he/she otherwise meets the required qualifications except for completion of his/her PhD at the time an offer of employment is made. Should the department want to subsequently promote the employee to a Research Associate; a waiver of search will be required.</li> </ul>

**Note:** When proof of the certified degree is obtained, the business center must complete a Change Faculty Rank action in the online recruiting system. The following day, a Job Title/Faculty Rank job change form must be generated in the business center PeopleAdmin reporting database. Once the form is generated, the job form, degree certification document and the new offer letter (if needed) must be scanned into NOLIJ and the necessary HRIS Banner system changes completed.