

## Faculty Review Cycle and Faculty Action Request Form Guidelines

### 1) FACULTY REVIEW CYCLE (FRC) PROCESS\*

Faculty modifications (e.g., salary modifications, FTE changes, administrative role changes, and market/equity adjustment) may be submitted **only** through the annual faculty review cycle, with limited exceptions (see section 2a). This applies to all regular and limited term faculty types.

#### a) TIME FRAME AND SUBMISSION PROCESS:

- The FRC form must be signed and submitted by the dean's office to [Keri-Trent@ou.edu](mailto:Keri-Trent@ou.edu) with copy to [Marty-Walton@ou.edu](mailto:Marty-Walton@ou.edu) by May 14, 2026, at noon. The packet and forms must be fully completed and include the required support documents or they will be returned. Partial packets will **NOT** be accepted. Avoid delays by double-checking your submission!
- Include all requests for faculty job changes and salary adjustments to be effective for June 28, 2026. Any modifications that you require to be effective prior to June 28, 2026, must be submitted through the normal FAR Modification process.
- The FRC is a planning activity. After departments receive Provost's Office approval on the FRC form, they must then submit the appropriate ePAF forms in HR PeopleSoft near the appropriate effective dates, as outlined by Human Resources. Approval of the FRC Form is required for approval in HR PeopleSoft.
- If there are any changes between the FRC approval and the ePAF submission, please coordinate with [Marty-Walton@ou.edu](mailto:Marty-Walton@ou.edu) PRIOR to submitting the ePAF, as additional documentation or a FAR Mod may be required for review and approval.
- The Provost's Office will review FRC forms in the order they are received. Submit as early as possible.

#### b) VERIFY BEFORE SUBMITTAL:

- You are using the most current FRC form – Dated 3.16.26 (bottom left of form)
- **All** applicable sections are completed
- **All** applicable support documentation is completed (see Tips section)
- The FRC form is signed by **all** necessary approvers

#### c) See Section 3 below for salary change guidelines related to faculty actions.

### 2) LIMITED EXCEPTIONS FOR FACULTY ACTIONS OUTSIDE THE FACULTY REVIEW PROCESS\*

There are limited exceptions available to the FRC process (see 2a below). You must have approval from the Provost's Office for an exception **before** any kind of offer of change or increase is extended by the department or college. Approval for exceptions is requested by submitting a Faculty Action Request (FAR) form.

There are two types of FAR forms:

- 1) FAR for Positions (see, 2b - no position requests will be reviewed or approved through the FRC).
- 2) FAR for Modification (see, 2c)

#### a) CURRENT EXCEPTIONS TO THE FRC PROCESS:

- A faculty member has an offer in hand for a similar position
- Faculty retention offers (see guidelines in section 3)

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- Additional duties/administrative supplements are added permanently
- Change in effort due to strategic initiative reorganization
- Change in effort due to grant, service, or clinical work
- Changes in faculty appointment due to a faculty member obtaining a certification or a license, specified in the faculty member’s PTFA or OFA
- Endowed Appointments, Promotion, Tenure, or Faculty Awards that follow their own unique approval process as outlined in the Faculty Handbook. *(Note: Salary increases tied to these actions must be within thresholds outlined in the Faculty Handbook. If an increase tied to one of these actions is over the amounts identified in the Faculty Handbook, a FAR Modification form is required.)*

**b) FARS FOR POSITIONS**

NO POSITION REQUESTS WILL BE REVIEWED OR APPROVED THROUGH THE FRC PROCESS. Requests to open a new position or fill a vacant or pending vacant position must follow the current Faculty Action Request (FAR) process. A FAR form for positions must be submitted for all of the following faculty position actions, regardless of funding source or position/rank requested:

- new positions (FAR must be completed and approved prior to posting the position)
- vacant positions (FAR must be completed and approved prior to posting the position)
- fill and reclassify vacant positions (FAR must be completed and approved prior to posting the position)

**i) SEND FORM VIA EMAIL:**

Email fully completed forms with required support documentation to [Keri-Trent@ou.edu](mailto:Keri-Trent@ou.edu) with copy to [Marty-Walton@ou.edu](mailto:Marty-Walton@ou.edu)

**NOTE: Do not send to Provost Raskob or Vice Provost Raines**

The subject line for each email **must** read as follows – **no deviations, please:**

**FAR – Position Number (if known or NEW if no #) – COLLEGE (3-digit abbrev) –**

ex: FAR – 20012345 – PRV or FAR – NEW - PRV

COLLEGE	3 DIGIT	COLLEGE	3 DIGIT
Allied Health	CAH	Nursing	CON
Dentistry	COD	Pharmacy	COP
Medicine	COM	Public Health	CPH
Medicine Tulsa	SCM	Graduate College / Library	LIB

Name the attachment the same as the subject line – following the same format.

**ii) NOTE:**

Colleges should not select candidates or make formal or informal offers prior to receipt of the FAR approval. In rare cases where a college has a potential candidate for the position, submit the CV with the FAR and include in the justification (section 7) why there is a potential candidate for the position prior to the position being approved.

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### c) FAR FOR MODIFICATIONS

A Faculty Action Request form for modifications must be submitted for all faculty appointment modifications, regardless of funding source or position/rank, that are requested outside the Faculty Review Cycle and that meet the exception criteria listed in section 2 above, excluding any faculty modifications that have a documented unique approval process, such as promotion and tenure cycle modifications, faculty award additional titles, and endowed chairs/professorship additional titles (*to the extent they comply with the Faculty Handbook* ).

#### i) SEND FORM VIA EMAIL:

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**NOTE: Do not send to Provost Raskob or Vice Provost Raines.**

The subject line for each email **must** read as follows – **no deviations, please:**

**FAR – Faculty Last Name – COLLEGE (3-digit abbrev)** ex: FAR – Walton – PRV

COLLEGE	3 DIGIT	COLLEGE	3 DIGIT
Allied Health	CAH	Nursing	CON
Dentistry	COD	Pharmacy	COP
Medicine	COM	Public Health	CPH
Medicine Tulsa	SCM	Graduate College / Library	LIB

If the last name is identical to another last name in the College, add the first name initial: PTFA – WaltonM – PRV. If the last name and the first name initial are identical to another last name and first initial in the College, add the middle initial): PTFA – WaltonMA – PRV

Name the attachment the same as the subject line – following the same format.

#### ii) NOTE:

This process is the approval process for any modifications, so colleges should not make formal or informal offers of appointment change prior to receipt of the FAR approval.

### d) FAR REVIEW PROCESS:

The Office of the Senior Vice President and Provost will review the request with the dean or appropriate vice president/vice provost making the request and, when the position includes research responsibilities, the Vice President of Research and Partnerships, as necessary.

Position requests that are approved will be returned to the college's faculty affairs liaison to be processed as usual, including through the Institutional Equity Office as required. The average current review time is 1-3 University business days. The review time could be longer if the position includes exception requests or if discussion between the Provost and the Dean of the college is needed.

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### 3) SALARY MODIFICATION GUIDELINES:

Salary modification should follow [Human Resources Compensation Guidelines](#) (excluding situations specific to faculty positions). A few examples are listed below, but please review the [Human Resources Compensation Guidelines](#) for full details.

- a) **Salary Offers** - Salaries related to hiring actions may not exceed the approved salary on the Faculty Action Request Form; an updated FAR form must be submitted to increase the requested salary.
- b) **Equity, Compression Increases** - Wage adjustments for equity or compression must be accompanied by supporting documentation that demonstrates the equity/compression issues; this will be reviewed for approval by the Provost's Office. Internal equity/wage issues should be addressed via the FRC. Equity increases to address benchmark or outside equity issues will be reviewed **only** during the FRC review period. Internal equity/wage issues that arise after May 14<sup>th</sup> may be addressed via a FAR mod with proper justification of why it wasn't included in the FRC or cannot wait until the next FRC
  - i) *Note: Faculty members who receive an equity or compression increase may not be eligible for a merit increase the following fiscal year.*
- c) **Retention Increases** - Wage adjustments for retention offers must be accompanied by a strong written justification for the retention request based on a critical department need. They will be reviewed for approval by the Provost's Office. A retention offer is an option for highly skilled and valuable employees whose departure would cause significant disruption for a department or program. Retention increases greater than 5% may be permissible in certain limited and documented circumstances with approval by the Provost's Office. Employees are eligible for either a retention offer or counteroffer only once every two years.
  - i) *Note: Faculty members who receive a retention increase are not eligible for a merit increase the following fiscal year*
- d) **Counter-Offers** – Wage adjustments for counteroffers may be made when a current employee has a written offer of employment for a comparable position but at a higher salary. The other job offer must be comparable to the employee's current position with a similar scope and complexity of work. Counteroffers are typically made: a) when an existing employee has informed the University that they have received an offer to work elsewhere for a higher salary or b) when a candidate for a position wants to negotiate a higher salary than what the posted position states a job will pay. The Provost's office must approve the counteroffer before it is extended.
  - i) *Note: faculty members who receive a counter-offer increase will not be eligible for a merit increase the following fiscal year.*
- e) **Submitting a salary modification request for 3a-3d:**
  - i) during the Faculty Review Cycle (see, section 1a for submission information)
  - ii) outside of the Faculty Review Cycle (see, section 2c for submission information)
- f) **Merit Increases**- Wage adjustments for merit are limited to the program outlined by the University's merit increase program and approved yearly by the Board of Regents.
  - i) Merit increases are related to the University's Faculty Evaluation program. See the "Faculty Evaluation Administration Guide" document for tracking and submission information of Faculty Evaluation Ratings that will impact the merit program. Merit increases are not permitted outside the Board of Regent's Merit program.

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### 4) FAR Processing Tips:

#### a) Terminology notes:

- i) Regular Faculty - Tenured, tenure track, or consecutive term appointments – Full-time faculty only (either 1.0 OUHC or an OUH Dual Appointment/Employee equivalent to 1.0 FTE)
  - (1) Title/Ranks – Assistant Professor, Associate Professor, and Professor (unmodified titles)
- ii) Limited Term Faculty - May be full-time or part-time and shall have academic titles modified by prefixes or suffixes or additional modified titles such as instructor, lecturer, etc.
  - (1) Titles/Ranks - There isn't a single listing of all modified titles, but the ones we frequently use are:
    - (a) Instructor
    - (b) Clinical Instructor
    - (c) Lecturer
    - (d) Clinical Professor (Clinical Assoc Professor, Clinical Asst Professor)
    - (e) Professor of Research (Assoc Prof of Research, Asst Prof of Research) – for use only when funded fully on sponsored funds
    - (f) Adjunct Professor (Adjunct Assoc Prof, Adjunct Asst Prof)
    - (g) Instructional Professor (Instructional Assoc Prof, Instructional Asst Prof)
- iii) COM Term Only - Dual Appointment (aka 0.0 FTE, 100% OUH) – Primary employer is OUH, being given an OUHC faculty appointment without renumeration (technically a volunteer faculty but with an official appointment)
- iv) COM Term Only - Dual Employment – with salary and effort from both OUH and OUHC. Can be part-time or full-time.

### 5) Rule of Thumb on FARs –

- a) ***If it doesn't make sense to you or you can't explain what is happening and why, then Marty can't explain it to the Senior Vice President and Provost, who also wouldn't be able to explain it to a Regent.*** The FAR form must be properly filled out, and the justification must include salary information and explanation of any “oddities.” The FAR forms are the most important documents; all information should be on there! The additional pages are back up if necessary or verification that administrative steps have been taken. Do not assume the person reviewing the FAR form understands your college/department specific comp plan details the way you and your team do. Provide details to make your justification and salary information clear.
- b) ***To avoid delays - ensure it is right upon submission.*** Double check your forms before sending them for approval to ensure they are accurate and complete and make sense. Delays most often come from submissions having to go back for corrections/questions.
- c) ***Suggestion*** – Make yourself a checklist! Know it will be a living document. Add to it/correct it as new comments come in and new educational emails are received from the Provost's Office.
- d) ***Review*** the educational and FAAB emails that come from the Provost's Office. They contain valuable information and dates that could impact getting items reviewed and approved in a timely manner.

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- e) **Ask** if you are not sure how to process something to ensure it doesn't have to go back later and get out of the workflow.

### 6) **Additional FAR Guidance:**

#### a) **Justification:**

- i) Ensure the correct purpose check box is marked (section 2) and the Justification (section 7) aligns with the reason for the increase.
- ii) Provide clear and detailed justifications for salary changes, including why the request wasn't submitted during the FRC and how the salary was determined.
- iii) Clearly explain any deviations from FTE-based salary increases that do not follow a benchmark model.

#### b) **Equity Reports/Issues:**

- i) If applicable, ensure the current equity form is utilized, is legible, and is **FULLY** completed.
- ii) If there's an equity concern, address it in the Salary Justification (Section 6b) or include a plan to resolve it.

#### c) **Administrative Appointments:**

- i) If there's an administrative component to the position, list the administrative title in the Titles section on the FAR form, even if it's on the change memo/comp effort form.
- ii) Administrative supplements should reflect fair market value for the administrative work and may not be used just to "maintain salary lines."
- iii) Ensure the Administrative Component of Pay field is completed.

#### d) **Merit Increases:**

- i) Merit increases must be addressed during the faculty evaluation process, not through FAR modifications.
- ii) Any justifications containing merit as the basis will be returned.

#### e) **Other:**

- i) Endowed chair appointments cannot be granted until you have submitted a request, including the candidate information, and received written approval from the Provost's Office. Departments can use the position to recruit with the endowed appointment pending approval. Departments still need to follow proper workflow to request the appointment once the candidate has been selected. In the "Other Source Explanation" in section 5, list what alternative funding source you will use if the endowed chair isn't granted to the selected candidate.
- ii) Increases cannot be given based solely on availability of grant funding. The justification must accurately reflect the justification related to a research-related increase. Clarify if there are additional duties, FTE changes, etc., related to the grant.

#### f) **COM Specific:**

- i) For dual -appointments or -employment, focus the justification (section 7) on the academic capacity of the position (research, teaching, etc.), **not on clinical** aspects.

### 7) **FAR Submission Process Changes:**

- a) To prevent piecemeal submissions and to streamline processing, please check the following to avoid a delay

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to processing:

- i) **Minor Errors:** (e.g., missed bubbles/selections) - The Provost's Office may return the submission as incomplete or email for corrections, at its discretion.
- ii) **Missing Supplemental Pages:** (e.g., equity, org, OUH, support documents) - The FAR will be returned for a complete updated packet, not just the missing page. Updated signatures are not typically required.
- iii) **Justification/Salary/Major Information Corrections:** - The FAR will be returned for a complete, updated packet with updated signatures.

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