

Appointment into a Ranked Position When Candidate Does Not Possess Required Degree(s)

There are occasions when a department would like to make an employment offer prior to a candidate's completion of his/her required degree(s). This is acceptable if the candidate completes his/her academic program and is granted the required degree(s) 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(s) minimally required for the position prior to his/her start date.

Any deviation from these guidelines must be approved by the Vice Provost of Academic Affairs with a copy of the approval submitted to the Office of Human Resources.

For these Advertised Ranks	Appointment Rank if Required Degree(s) Has Not Been Completed by Start Date
<p>Instructor</p> <p>Faculty Research Assistant</p>	<p>If the candidate has not obtained the required degree(s) 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(s) 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 Office of Human Resources, Employment Services.</p> <p>Should the department head/chair decide to proceed with an appointment, OHR will assist him/her in issuing a revised offer letter. For both Instructor and Faculty Research Assistant, the candidate may be appointed for one term at the respective rank at the advertised salary rate or at a lower salary rate.</p> <p>If, after being employed, the individual has not completed his/her required degree(s) 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. Otherwise, the employee will be terminated at the end of the term.</p>

For these Advertised Ranks	Appointment Rank if Required Degree(s) Has Not Been Completed by Start Date
<p>Research Associate</p> <p>Research Associate (Post Doc)</p>	<p>If the candidate has not obtained the required degree(s) 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 Office of Human Resources, Employment Services.</p> <p>OHR 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"> • 9-month appointment - a term to an academic year, or • 12-month appointment – a term to a calendar year. <p>The appointment period is at the discretion of the department. A reduction in the salary offered is optional and at the discretion of the department head/chair.</p> <p>If, after being employed, the individual has not completed his/her required degree(s) 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>For this Advertised Rank</p>	<p>Appointment Rank if Required Degree(s) Has Not Been Completed by Start Date</p>
<p>Assistant Professor</p>	<p>If the candidate has not obtained the required degree(s) 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(s) 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 Office of Human Resources, Employment Services.</p> <p>OHR 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"> • 9-month appointment - a term to an academic year, or • 12-month appointment – a term to a calendar year. <p>The appointment period is at the discretion of the department. The individual will be employed at a reduced salary rate that will be determined in consultation with the Employment Services Manager and the Vice Provost of Academic Affairs.</p> <p>If, after being employed, the individual has not completed his/her required degree(s) 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>For this Advertised Rank</p>	<p>Appointment Rank if Required Degree(s) Has Not Been Completed by Start Date</p>
<p>Either Research Associate OR Faculty Research Assistant</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"> • 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. • 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." • 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.