



OGDEN COLLEGE OF SCIENCE AND ENGINEERING

OGDEN COLLEGE POLICY & PROCEDURE DOCUMENT

NUMBER: 4.0001 – OCSE

TITLE: HIRING GUIDELINES

DATE: July 11, 2025

REVISED: August 29, 2025

Authorized by: David N. Brown, Dean, Ogden College of Science and Engineering

I. Purpose and Scope

The document is intended to establish procedures for searching for and hiring new employees in Ogden College. It does not supplant any policies or procedures established at the University level, but clarifies expectations and roles associated with the search and hire. See University Policy 4.220x for reference.

II. Procedures

A. Hiring Official

For all faculty positions, the Hiring Official shall be the Unit Chair/Director, noting that the Hiring Official may not serve on the search committee. For staff positions, the Hiring Official shall be an appropriate Supervisor, such as the Unit Chair/Director, Center Director, or similar. For research associates, the Hiring Official is typically the faculty supervisor. For Department Chairs or similar Leadership Team positions, the Hiring Official shall be the Dean.

B. Search Committee Chair

Non-exempt staff searches do not require a search committee, but the College recommends one when feasible. Note that the Search Committee Chair may not be the Hiring Official. The Search Committee Chair will normally be responsible for receiving training from Jo Ann Malott in HR and will normally manage Interview Exchange functions for the search. For tenure-track faculty searches, the Search Chair shall be tenured.

The Spirit Makes the Master

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C. Filling out Interview Exchange

The Search Chair should be clear about whether the search is for a new position or to fill a vacant position. If the latter, be sure to know the position number of the position to be filled, and the name and 800-number of the previous occupant of the position. The Search Chair should be able to obtain this information from the departmental Office Coordinator if it is not already known.

When completing the approval queue, please remember the following (order may vary):

- Include the Department Chair in the approval queue – correct name is on the pull down. (If not, contact the Dean’s office)
- Always add Wendy DeCroix for College Budget Review
- Specify the Dean (David N. Brown in case you’ve forgotten)
- For faculty positions, Lauren Ossello should be specified for General Counsel
- Proxy for the Provost should be Amber Scott
- Proxy for the EVP should be left blank
- Hiring Official (see II.A above)
- HR Employment – Jo Ann Malott should be in this space by default.

D. Checking References

The Search Chair must make sure references have all been checked before delivering strengths and weaknesses to the Hiring Official. Please ask for written references early enough to not delay the search process.

E. Making An Offer

The Hiring Official will normally make the initial verbal offer and negotiate terms. When the Hiring Official is the Dean, a unit Chair/Director may be delegated to negotiate the initial offer. Startup must always be negotiated in the Dean’s Office and is only available for tenure-track positions.

Note: relocation funds may only be offered for permanently budgeted positions. Do not offer a specific relocation amount unless you have already discussed it with the Dean.

Note: The salary should be specified as a number evenly divisible by 12, such as \$60,000; \$40,008; \$65,004, etc.

F. Emergency Hires

If a critical instructional position becomes vacant with short notice, requiring a one-year instructor on an emergency basis, contact the Dean’s office to make an emergency hire. But note: emergency hires may not be re-hired without a search or presidential approval for an exception.

G. Full-time Temporary (AKA Term) Hires

When running a search for a full-time temporary instructor, make sure the advertisement contains wording to the effect of “This is a one-year appointment. Continuation is dependent on need and availability of funding.” This will give you flexibility to re-hire the individual if the need arises.