Idaho State University

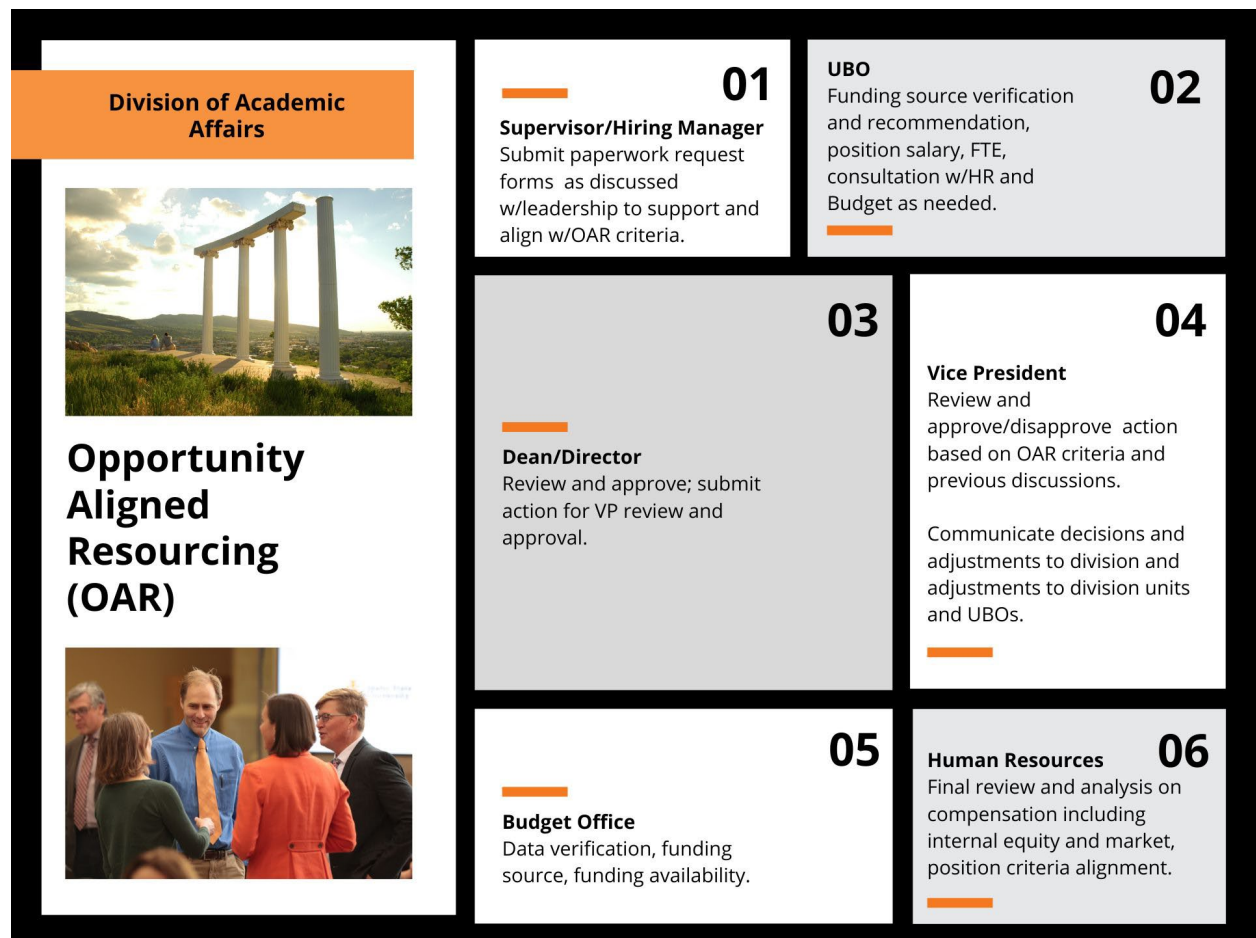# OAR PROCESS
Academic Affairs

Academic Affairs OAR Workflow and Process

Opportunity Aligned Resourcing (OAR)

OAR is a forward-thinking framework for strategic institutional growth and sustainability. Much like the rudder of a ship, OAR is designed to steer ISU toward future goals by strategically aligning university resources with opportunities leading to mission accomplishment. OAR is a collaborative process that integrates expertise throughout the University to plan for strategically optimized resource allocation.

Hiring managers and department/unit leadership are responsible for analyzing data and criteria within the context of department/unit context, goals, and strategic vision before moving personnel actions forward. Department leadership discusses departmental analysis with your dean.

Process Summary

Division of Academic Affairs

Opportunity Aligned Resourcing (OAR)

01
Supervisor/Hiring Manager
Submit paperwork request forms as discussed w/leadership to support and align w/OAR criteria.

02
UBO
Funding source verification and recommendation, position salary, FTE, consultation w/HR and Budget as needed.

03
Dean/Director
Review and approve; submit action for VP review and approval.

04
Vice President
Review and approve/disapprove action based on OAR criteria and previous discussions.

Communicate decisions and adjustments to division and adjustments to division units and UBOs.

05
Budget Office
Data verification, funding source, funding availability.

06
Human Resources
Final review and analysis on compensation including internal equity and market, position criteria alignment.

Step One: Analysis based on OAR Criteria below, these questions must be answered in detail on the Docusign form, linked below. If these questions are not answered with adequate detail to do the analysis, there is no mechanism to edit the docusign, it will be cancelled and returned for resubmission.

If hiring staff (classified or non-classified), answer "criteria for staff positions", if hiring faculty, answer "criteria for faculty positions". These questions will drive your discussion with your Dean.

The docusign will route as follows: initiator, chair/program director administrative assistant (cc), dean management assistant (cc), Cali Bell (cc), UBO, department chair/program director/associate dean, dean, Provost.

To track the progression of the docusign, click other actions, then view the certificate. The goal is to turn documents around as quickly as possible, please allow adequate time for review and approval upon submission.

Criteria for Staff positions: DOCUSIGN Link here.

If you would like to see a preview of the questions you will be required to answer, please review here.

Criteria for Faculty positions: DOCUSIGN Link here.

If you would like to see a preview of questions you will be required to answer, please review here.

Step Two: Department leadership should then consult with the University Business Officer (UBO) on proposed personnel action details. This can occur at your monthly UBO meeting or reach out to the UBO office to schedule. UBO will analyze a strategic review of OAR criteria completed in step one by the department, and then confirm funding source verification and recommendation, position salary, and FTE.

Step Three: Discuss completed OAR Criteria Analysis Form with your Dean. This discussion will occur at your regularly scheduled meeting with your Dean. Personnel will be a standing agenda item for each meeting. If the Dean supports the proposal to proceed, they will sign the OAR Criteria Form to route and discuss with the Provost at their regularly scheduled meeting. Personnel will be a standing agenda item for each meeting. When Provost approves an action to proceed, Cali Bell will ensure the Dean and department leadership are informed of the decision. This step is intended to be a collaborative effort and may involve an iterative process with revisions made as necessary at the Dean or Provost level. If a proposed action does not have Dean or Provost support to continue, it will not move forward.

Step Four: Provost brings documentation forward for Deans Council review. More details about this process to come. Deans Council is bi-weekly, if an emergency request comes through in between meetings, approval can be routed via email. Requests for Deans Council review will be uploaded to the Academic Affairs spreadsheet by Cali Bell.

Step Five: After completion and approval of steps 1-4; units should follow standard procedures for preparing and submitting forms for review, approval, and processing. HR will review requests based on internal equity, market factors, and applicable ISU and State policy prior to approval.

Forms used for processing are outlined and linked as follows. They can also be found at: https://www.isu.edu/budget/oar/oarpersonnel/

Attach your criteria for staff position or criteria for faculty position to your HR form.

Forms used for processing are outlined as follows:

If you are seeking a request to hire:

Searches (both existing lines or a new line): Complete and submit the **Hiring Pre-Authorization Form.** Once approved, department submits Job Posting Request (JPR) in Talent Management System (TMS) accessible through MyISU

Temporary Emergency Hires: Complete and submit the **Emergency Hire Request**

Permanent replacement without running a search: **Search Waiver Request** (exceptional circumstances only)

If you are seeking Staffing Reorganization, Reclassifications & Salary Adjustments:

To initiate processing for staffing reorganization, reclassification, or salary adjustment, complete one of the following forms (depending on employee type):

Reclassification & Salary Adjustment Request: Non-Classified/Faculty

Reclassification & Salary Adjustment Request: Classified

For existing employees only, to request an increase to an employee's salary (or group of employees) outside of the annual merit increases process due to reclassification, staffing reorganization, job changes, internal equity, market or retention

Faculty Administrative Appointments - changes or additions to faculty administrative appointments such as Chairs, Program Directors/Coordinators, etc. where administrative pay (including administrative stipends and/or administrative additional contract months) is being requested/applied as an addition to the faculty's base salary

FTE/hours - increase in employee FTE (full time equivalent) where the base salary is not changing

If you are seeking a Performance Based Bonus Request, these requests should be rare and reserved for instances of exceptional performance or extraordinary circumstances. Complete and submit the [Performance-Based Bonus Request and Payment Authorization (any benefited employee).](#)

Please note: Per State and ISU policies, performance-based bonuses cannot exceed $2000 per employee, per year.

Step 6: Hiring Decision

Hiring managers shall be informed about the results of their request, whether approved or denied. Decisions regarding hiring action approvals/denials will be communicated by your respective offices of the Dean/Provost. If you have questions about the status of your personnel requests or any part of the OAR process, **please reach out to Cali Bell, OAR Representative for Academic Affairs at 208-282-2171 or bellcali@isu.edu.**