



UNIVERSITY OF ALASKA ANCHORAGE
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To: UAA Deans
From: Michael A. Driscoll, Provost *Michael A. Driscoll*
James Mullen, Director of HRS
Date: January 17, 2007
Re: New Streamlined Approval Process for Hiring Academic Support Staff

As you know, the Faculty Services Office is in a period of transition, which will result in some changes in how UAA operates. This memo documents changes in the process for hiring academic support staff that should reduce the paperwork and memos required to initiate a routine replacement hire of academic support staff.

Effective January 1, 2007, the Office of Human Resource Services (HRS) will be responsible for approving and processing the recruitment and selection of academic support staff in accordance with established procedures. Therefore, the approval of the Provost or designee is no longer required to recruit academic support staff with existing PCN's. These will be processed through the on-line People Admin system, without any requirement for separate approval memos to the Provost or HRS. Recruitments for new PCN positions will require approval of the Dean or Director, and Provost, then HRS, by way of memo requesting such authorization before the recruitment process may be initiated.

The People Admin system allows the departments to individually establish an approval chain of up to four levels including the immediate supervisor. Therefore, Deans and directors can establish their departments internal approval protocol, which most departments should have already established.

Approval of the appropriate dean is still required for recruiting and selecting faculty and academic staff and departments should continue to route their requests to their dean's office for approval and to the Provost for final approval.

At this point, the other responsibilities of the Faculty Services Office will continue to reside there and Kim Perkins will serve as the primary contact for those responsibilities. Please contact Kim, Jim Mullen or myself if you have questions or need assistance.

cc: Chancellor's Cabinet
Deans' Executive Assistants

xc: Joan Harings, Manager, Budget and Finance
UA SW HR
OAA Exec Team