

UNIVERSITY OF ALASKA ANCHORAGE (put on unit letterhead)

MODEL MEMO FOR APPROVAL TO APPOINT/HIRE

(Italics indicate an option)

Date

TO: Provost

FROM: Dean or Campus Director

CC: Dean (if From Campus Director)

REVIEWED BY: Fiscal Staff (ie: SBO, SPAS, RA depending on funding source)

RE: Request to Hire (Name) as (Tenure status) (Rank) of (Discipline)
PCN, CIP code

I am requesting approval to appoint (prospective faculty member's name) to a XX% FTE, 9 month, (tenure track, one year term, etc.) appointment at the rank of (Instructor/Assistant Professor/Associate Professor/Professor) of (discipline, i.e., art, history, accounting, nursing, etc.) in the School/College of (College Name) at (College name) at (campus). *(If the faculty member will be located elsewhere than the campus where hired, state where.) State start date of the appointment.*

This is a replacement for (name) who has (resigned, retired, been granted sabbatical, etc.) effective dd/mm/yy. *(Alternatively, This is a new position, created to (describe reason—new program, program growth, new grant, TVEP or other funding available, etc. Contact Marian for help with new CIP code.)* We currently have the PCN and the necessary budget to cover the salary. The proposed 9 month salary is \$XXXXX to \$XXXXX (provide range for negotiation), funded from (approximate mix of GF, tuition, external GF such as TVEP or MHT, grants, foundation, etc). *If the salary range is outside of the salary survey ranges, provide explanation. (Include if applicable, any additional items beyond the base 9 month appointment:)* We are also seeking approval for up to \$XXXX in *(research funds, etc.)*, up to *(two months of relocation allowance)*, and/or a summer 20xx contract extension for x months (dates should be specified).

(Follow with paragraph summarizing the search process, highlighting the appointee's attributes and how they can contribute to the development of the program, including any particular expertise in teaching and/or research, specific special considerations or conditions applicable to the appointment of this applicant, and anything else which should be brought to the attention of the Provost).

For Direct Appointment requests, approval is also needed from the Director of UA HR Talent Acquisition. Justification should include why direct appointment is appropriate, citing reasons that correspond with BOR P04.03.035.

Provost Approval: ☐ Approved ☐ Approved as modified: _____
 ☐ Denied

At the bottom of the memo, include information about required degree(s) or certification and terminal degree information directly copies from the college FEGs. Note the year of the FEGs used.