UNIVERSITY OF ALASKA ANCHORAGE (put on unit letterhead)

MODEL MEMO FOR APPROVAL TO RECRUIT BENEFITTED FACULTY
(*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 Recruit (Tenure Status) (Rank) of (Discipline)
                PCN XXXXXX, CIP XX.XXXX

I am requesting approval to begin the competitive recruitment process for a (% FTE), (tenure track, one-year term, etc.) nine month 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 (campus). (*If the faculty member will be located elsewhere than the campus where hired, state where.) State the expected dates of the recruitment and expected 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 XXXXXX and the necessary budget to cover the salary. We anticipate a salary in the range of $XXXXX - $XXXXX. *If the salary range is outside of the salary survey ranges, provide explanation. A (relocation allowance, research package, summer (which year?) contract extension of X months, etc.) may also be offered.* This position will be funded from (describe funding or mix of funding sources—ex: "20% General Funds, 40% Tuition, and 40% from the XX Endowment" or "50% General Funds and 50% Tuition" or "80% TVEP and 20% Tuition" etc.)

(*Required if applicable*) I have consulted with the Dean of (College) and the Campus Director(s) of (Campus), where other full time faculty of the discipline are currently located. *Describe level of, and reasons given for, concurrence or disagreement regarding the need for the position.*

(Follow with paragraph detailing in general terms the planned workload for the position and how it supports programmatic needs, plus any special considerations or conditions applicable to the appointment.

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 copied from the college FEGs. Note the year of the FEGs used.