



**THE FOLLOWING ITEMS ARE REQUIRED BY THE PROVOST IN THE TWO STAGE
FACULTY HIRING PROCESS:**

- I. RECRUITMENT STAGE – Provost approval is required prior to the placement of any advertising, selection of search committee, or any other recruitment activities.

SUBMIT: Dean’s or Director’s Memo to the Provost requesting approval to recruit for the position, including justification for the recruitment (replacement for whom?), proposed salary range (request up to date salary data from Faculty Services if needed), verification of budget to cover salary, state if it is a tenure track or term position (if term, then length of appointment), rank, discipline and CIP. (See Model Memo for Approval to Recruit). If it is a new position, submit a draft WL so appropriate CIP can be determined.

- II. SEARCH AND SELECTION STAGE – Follow the Human Resource Services guidelines.

- Be sure to check the degree requirements (in UAA and unit faculty evaluation guidelines) for placement at proposed rank, and for tenure/promotion (if position is tenure-track).
- Tenure-track positions should be posted for at least 30 days unless approved in advance by the Provost.
- Tenure-track searches require face-to-face interviews unless approved in advance by the Provost.

- III. HIRING STAGE – The following items A-G should be forwarded to the Provost as a complete package upon receipt of the search committee’s recommendation for faculty hire through MyUA/PageUp. (Attach all documents in as Offer Documents in MyUA/PageUp)

- A. Dean’s or Director’s memo of conveyance to the Provost requesting approval to appoint a particular individual. The memo should include the following. (See Model Memo for Approval to Appoint)

1. Proposed rank and discipline (CIP if you have it)
2. Proposed Salary- should be within salary range approved on recruitment
3. Workload Category (Bipartite Academic, Tripartite, Bipartite Vocational, other)
4. Tenure Track or Term Appointment
5. Special Conditions, Qualifications, or Market Conditions (i.e., years of credit towards tenure, >1 month relocation allowance, special consideration for salary placement, other special conditions of hire, exceptions to terminal degree requirements if relevant)

- B. Up to Date Curriculum Vita (CV)

- C. Official Transcripts*

- D. Professional Profile for Initial Salary Placement Form (on website)

- E. Recommendation of Initial Hire Form (on website)

- F. Draft Faculty Workload Agreement

- G. Draft Appointment Letter

- H. Human Resource Services Approval in PageUp

*If Official Transcripts are not included in the hiring packet at the time of hire, the following statement should be added to the “Special Conditions” section of the Initial Appointment Letter:

“Official transcripts must be received by the Office of Academic Affairs by the start of employment. Continued employment beyond the first semester is contingent upon receipt of official transcripts.”