

UNIVERSITY OF ALASKA ANCHORAGE
MODEL MEMO FOR APPROVAL TO APPOINT

(Italics indicate an option)

Date

TO: Provost

FROM: *Dean or Director*

RE: Approval to Appoint Full-Time Faculty

I am requesting approval to appoint (*prospective faculty member's name*) to a (*full-time, tenure track, one-year term, etc.*) appointment with a (*bipartite/tripartite*) workload assignment at the rank of (*instructor/assistant/associate/professor*) of (*discipline, i.e., art, history, accounting, nursing, etc.*) in the School/College of _____ at (*extended college campus*) at a (*nine, ten, eleven, or twelve*) –month salary of _____. This is a replacement for _____ who has (*resigned, retired, RIPPED, gone on sabbatical, etc.*). The appointment will be effective (*date*). We currently have the necessary PCN (*include the number*) and budget to cover the salary.

(Follow with paragraph summarizing the appointee's attributes and how he/she 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).