

UNIVERSITY OF ALASKA ANCHORAGE  
MODEL MEMO FOR APPROVAL TO RECRUIT

*(Italics indicate an option)*

Date

TO: Provost

FROM: *Dean or Director*

RE: Approval to Recruit Full-Time Faculty

I am requesting approval to begin the recruitment process for a *(bipartite/tripartite)*, *(full-time, tenure track, one-year term, etc.)* appointment at the *(academic/special academic)* rank of *(instructor/assistant/associate/professor)* of *(discipline, i.e., art, history, accounting, nursing, etc.)* in the School/College of \_\_\_\_\_ at *(extended college campus)*. This is a replacement for \_\_\_\_\_ who has *(resigned, retired, RIPPED, gone on sabbatical, etc.)* effective \_\_\_\_\_ after holding the position for \_\_\_\_\_ *(10 days, 4 years, etc.)*. The PCN is \_\_\_\_\_. We currently have the necessary budget to cover the salary in the range of \_\_\_\_\_.

*(Follow with paragraph detailing why the position is necessary to further the development of the program, any special considerations or conditions applicable to the appointment, and the expected start date of the appointment).*