

August 2018
UNIVERSITY OF ALASKA ANCHORAGE
CHECKLIST FOR FACULTY HIRES

**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: 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 recommendation for faculty hire through MyUA/PageUp. (Attach all documents in as Offer Documents in MyUA/PageUp)

- A. 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)