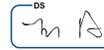


## UAS PROVOST'S REQUIREMENTS FOR FACULTY HIRES (12/14/2022)



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

SUBMIT: Dean's/Director's Memo to the Provost with a copy to the Faculty Services Coordinator requesting approval to recruit or direct hire<sup>1</sup> for the position, including justification for the recruitment (i.e. replacement for whom/PCN, etc.), proposed start date, salary range (request current salary data from Faculty Services Coordinator), 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. If it is a new position, submit a draft WL so an appropriate CIP can be determined. The approved memo should be uploaded to MyUA prior to requisition approval.

II. SEARCH AND SELECTION STAGE – Follow any UA Human Resource Services guidelines.

- Check if there are any degree requirements (UAS Faculty Handbook) 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 fewer days are approved in advance by the Provost.
- Tenure-track searches require face-to-face interviews unless a waiver is approved in advance by the Provost.

III. HIRING STAGE – The following items and tasks are to be completed immediately after the Dean or Director, in consultation with the search committee, selects a faculty candidate.

- A. Dean's/ Director's memo to the Provost requesting approval to make an offer to a candidate.
- B. Upon Provost approval prepare an Initial Salary Placement Form with:
  - i. Proposed rank, discipline, and CIP (Faculty Services Coordinator can assist)
  - ii. Proposed Salary - should be within salary range approved on recruitment
  - iii. Workload Category (Bipartite Academic, Tripartite, Bipartite Vocational, other)
  - iv. Tenure Track or Term Appointment
  - v. Special Conditions, Qualifications, or Market Conditions (such as years of credit towards tenure, >1 month relocation allowance, special consideration for salary placement, course releases, special funding, any other special conditions of hire, exceptions to terminal degree requirements if relevant)
  - vi. The candidate's current Curriculum Vita (CV) to complete the Initial Salary Placement Form
- C. Official Transcripts [\*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 Faculty Services Coordinator by the start of employment. Continued employment beyond the first semester is contingent upon receipt of official transcripts."]
- D. Upon successful negotiation and faculty acceptance, work with Human Resource Services to initiate approval process in PageUp
- E. After PageUp approval process is complete, provide the following item to the Faculty Services Coordinator:
  - Draft Faculty Workload Agreement
  - Draft Appointment Letter
  - Suggested faculty mentor

<sup>1</sup> See UA HR policy for more information and requirements about direct hires