THE FOLLOWING IS REQUIRED BY THE PROVOST’S OFFICE IN THE FACULTY HIRING PROCESS:

I. RECRUITMENT STAGE (Prior to the placement of any advertising, selection of search committee, or any other recruitment activities):

Complete the Faculty Position Request Form for all faculty positions except Post Docs and Adjuncts, and forward to Sally Skrip. This must be approved by Provost Henrichs before beginning recruitment.

II. SEARCH AND SELECTION STAGE:

Follow the Human Resources and People Admin guidelines for this process.

III. HIRING STAGE:

- Before making an offer to a prospective candidate, complete the Initial Salary Placement Worksheet from the provost’s website.

  The Initial Salary Placement Worksheet is a required part of the faculty hiring process, but it does not require the provost’s approval before you can proceed with the hiring process. Simply send Sally Skrip a copy of the worksheet once completed.

- The following items should be copied to Sally Skrip after the faculty member has been hired:
  
  i. Completed Initial Salary Placement Worksheet
  ii. Offer Letter
  iii. Appointment (Contract) Letter
  iv. Faculty Workload
  v. Curriculum Vita education page
  vi. Any Special Agreements

- Submit the new hire packet to UAF Human Resources as outlined in their hiring process guidelines.

For information and assistance about faculty hires contact Sally Skrip
(315 Signers’ Hall ● 474-5178 ● saskrip@alaska.edu)