

MEMORANDUM

DATE:

TO: <Unit> Employees

FROM: <Unit Leadership>

SUBJECT: Recruitment Review & Approval Standards for <Dept/Unit Name>

The table below lists three main tasks that are part of the recruitment. For each of these tasks, the chart below indicates approvals needed within the unit. Please also refer to the Chancellor, VC, Provost recruitment review and approval standards memo for actions required outside of the unit level.

This resource should be posted the unit's website and circulated within the unit to communicate the appropriate level of review and/or approval for each action. Units are responsible for assuring that the appropriate approval levels are listed in UAKjobs for each action.

	PPA	Hiring Authority	Unit Fiscal	Director	Dean	UAF OFA	Other
POSITION DESCRIPTIONS							
New- Staff Fund 1							
New- Staff Restricted Fund							
Update- Staff Fund 1							
Update- Staff Restricted Fund							
Reclassification- Staff Fund 1							
Reclassification- Staff Restricted Fund							
RECRUITMENT POSTINGS							
Student- Fund 1							
Student- Restricted Fund							
Temporary- Staff Fund 1							
Temporary- Staff Restricted Fund							
Temporary- Faculty Fund 1							
Temporary- Faculty Restricted Fund							
Staff- Fund 1							
Staff- Restricted Funds							
Faculty- Tenure Track							
Faculty- Non-Tenure Track							
Post-Doctoral Fellow- Fund 1							
Post-Doctoral Fellow- Restricted Fund							
Direct Appointments or Non-Traditional *							
HIRING PROPOSALS							
Student- Fund 1							
Student- Restricted Fund							
Temporary- Staff Fund 1							
Temporary- Staff Restricted Fund							
Temporary- Faculty Fund 1							
Temporary- Faculty Restricted Fund							
Staff- Exceptional Placement							
Staff- Fund 1							
Staff- Restricted Fund							
Post-Doctoral Fellow- Fund 1							
Post-Doctoral Fellow- Restricted Fund							
Faculty- Tenure Track							
Faculty- Non-Tenure Track							
Direct Appointments or Non-Traditional Hires*							

Notations:

* Non-Traditional appointments are those that do not fall within any of the other categories.