



Office of the Provost

311 Signers' Hall, P.O. Box 757580, Fairbanks, Alaska 99775-7580

STANDARD OPERATING PROCEDURE FOR FACULTY DIRECT HIRE

Purpose:

To establish a standardized process for the appointment of faculty through direct hire at the University of Alaska Fairbanks (UAF), ensuring compliance with university policies and procedures.

Scope:

This SOP applies to all UAF faculty direct hire appointments request for approvals.

Responsibilities:

- Dean/Director/s Office (Executive Officer, Human Resource Coordinator): Initiates the direct hire process and provides the necessary endorsements.
- UAHR Talent Acquisition Director: Reviews and endorses the direct hire memo and salary proposal.
- Vice Chancellor: Reviews direct hire proposals for the College of Rural and Community Development (CRCD) and Research Units.
- Office of the Provost Faculty Services Manager: Conducts the final review of the direct hire memo.
- Provost and Executive Vice Chancellor: Grants final approval for the faculty direct hire.

Procedure:

1. Candidate Selection:
 - Upon conclusion of faculty recruitment, identify the top candidate for direct hire.
2. Initial Salary Negotiation:
 - Use the [initial salary placement document](#) as a baseline for salary negotiations within the JRF salary range.
 - Note on potential salary inquiries– please contact Faculty Services at the Office of the Provost for faculty salary data.
3. Prepare and finalize the Direct Hire Memo to include the following components:
 - Justification for direct hiring.

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- Brief background of the candidate.
- Proposed salary, referencing the approved Job Request Form (JRF), and/or [Initial Salary Placement form](#).
- [The Classification of Instructional Programs \(CIP\) code](#).

4. The signature protocol and memo routing (via DocuSign – currently) request are as follows:

- Dean/Director Signature (for joint appointment, include both signatures)
- Through UAHR Talent Acquisition Director
- Through Vice Chancellor (for CRCD, and for Research Units)
- To Office of the Provost Faculty Services Manager (for initials)
- To Provost and Executive Vice Chancellor - **Final Approval**

5. Record Keeping:

- Maintain records of all documentation and correspondence related to the direct hire process in the appropriate files per UNAC Article CBA 12.1.

Documentation to include with the direct hire memo:

- Candidate's CV
- Initial salary placement document or JRF
- Other documents as necessary (email approvals, salary equity documents, etc.)

Distribution:

- Dean/Director(s)
- UAHR Talent Acquisition Director, UAHR Payroll (NextGen process, etc.)
- Vice Chancellor (CRCD, Research Units)
- Office of the Provost Faculty Services

References:

- [UAHR Direct Hire Appointment Process Guide](#)
- [Job Request Form \(JRF\)](#)
- [Initial Salary Range Placement Document](#)
- [Initial Salary Placement FAQs](#)
- [CIP Code Directory](#)

Revision and Review:

- This SOP should be reviewed annually and revised as necessary to ensure compliance with university policies and changes in federal or state regulations.

Attachments: (if applicable)

- Direct Hire Memo Template

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Direct Hire Approvals Delegation of Approvals

	Provost	Delegated to Vice Provost for signature authority	Delegated to Dean/ Director
DIRECT HIRES - External Hires			
New – Faculty Tenure Track	X	X	
New – Faculty Non-Tenure Track (Term, Research)	X	X	
New – Post-Doctoral Fellow -Fund 1			X
New – Post-Doctoral Fellow – Restricted Fund			X
New – Adjunct Faculty			X
Faculty Administrator (FR)	X	X	
DIRECT HIRES -Internal Employees			
Faculty Tenure Track	X		
Faculty Non-Tenure Track (Term, Research)	X	X	
Post-Doctoral Fellow - Fund 1			X
Post-Doctoral Fellow – Restricted Fund			X
Adjunct Faculty			X
Faculty Administrator (FR)	X	X	

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(INSERT UNIT LETTERHEAD)

Date:

To: Anupma Prakash, Provost and Executive Vice Chancellor

Through: Margo Griffith, Director, UAHR Talent Acquisition

From: Dean/Director Name, Dean/Director Title, Academic/Research Unit Name

Re: Request for Faculty Direct Appointment [Employee Name, UA ID]
[TKL, PCN, Position Title, PD number]

Memo needs to include the following:

- Justification for direct hire
 - Brief background of candidate
 - Proposed salary (refer to the approved JRF salary range or initial salary placement)
 - CIP code
 - Attached CV to the direct hire memo
-

Prior to submission:

Refer to faculty with the appropriate prefixes (i.e., Dr. Mr./Ms.)
Check all grammatical errors, spelling, etc.

Cc: Director for Labor Relations, UAHR
Senior HR Business Partner for UAF
Director for Compensation, UAHR
Faculty Services Manager, Provost's Office

*Submit this direct hire memo with the Job Request Form (JRF)