



FACULTY SERVICES
JAH
JANUARY 2024

Office of the Provost

ˆ²² ^éàÿÓ Ÿ /°ùÿ X€K€

- 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:

- & D Q G L G D W H ¶ V & 9
- Initial salary placement document 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

FACULTY SERVICES
JAH
JANUARY 2024

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

Memo needs to include the following:
