**UAF Provost’s Office Policy for Faculty Hires**

The following is required by the Provost in the faculty hiring process:

1. **RECRUITMENT STAGE** (*Prior* to the placement of any advertising, selection of search committee, or any other recruitment activities):
	* Complete the **Faculty Position Request Form** (or **Research Faculty Position Request Form)** for all faculty positions except Adjuncts and Post-Docs. This form must be approved by the Provost before recruitment begins. The Vice Chancellor for Research also signs the Research Faculty form.
2. **SEARCH AND SELECTION STAGE**:
	* Follow the Human Resources and People Admin guidelines for this process.
3. **HIRING STAGE**:
	* Complete an **Initial Salary Placement Worksheet** before making an offer to a prospective candidate. This worksheet uses the same formula Labor and Employee Relations uses to produce target salaries (individualized market salaries). It is UAF Provost Office policy to hire new faculty at (or, if necessary, above**\***) their target salary.
	* **\***The Initial Salary Placement Worksheet reflects the minimum salary which may be offered. Units are permitted to offer/negotiate above the minimum provided: 1) the unit has funding which allows the offer of a greater amount, and 2) the unit believes that no significant peer equity/market compression will result from the offer of a higher initial salary to a new faculty member.
	* The Initial Salary Placement Worksheet is a required part of the faculty hiring process, but the completed worksheet does not require provost’s signature. A copy of the worksheet must be sent to the Provost’s Office once completed.
	* The following items must be copied to the faculty services manager (Sally Skrip) after faculty members are hired:
		1. Completed Initial Salary Placement Worksheet,
		2. Offer letter (if any),
		3. Appointment (contract) letter,
		4. Faculty workload (must be completed within three months of hire),
		5. Curriculum Vita education page, and
		6. Any special agreements, including start-up memorandum, if applicable.