

MEMORANDUM

DATE: March 17, 2014
 TO: Institute of Northern Engineering Employees
 FROM: Dan White, Director INE *DW*
 SUBJECT: Recruitment Review & Approval Standards for Institute of Northern Engineering

The table below lists three main tasks that are part of the recruitment. For each of these tasks, required approvals have been indicated for each action, depending on the contract type and the funding source. Two levels of approval will be the general rule. If the supervisor is my direct report, both term funded and permanent PDs must be approved by my office. Actions should list Dan White, Director, or Derek Miller, INE Business Office Manager, in the departmental user field. Units are responsible for assuring that the appropriate approval levels are listed in UAKjobs for each action. **All recruitment actions need to be initiated through the INE HR Office - contact Ashley Rodgers (acrodgers@alaska.edu, x7777).**

	Hiring Authority/ Supervisor	INE Business office	Director	Provost
POSITION DESCRIPTIONS				
New- Staff Regular	X	X	X	
New- Staff Term Funded	X	X	X	
Update- Staff Regular	X	X	X	
Update- Staff Term Funded	X	X	X	
Reclassification- Staff Regular	X	X	X	
Reclassification- Staff Restricted Fund	X	X	X	
RECRUITMENT POSTINGS				
Student-Fund 1	X	X		
Student- Restricted Funds	X	X		
Temporary- Fund 1	X	X		
Temporary- Staff Restricted Fund	X	X		
Temporary- Faculty Fund 1	X	X		
Temporary- Faculty Restricted Fund	X	X		
Staff- Fund 1	X	X	X	X
Staff- Restricted Fund	X	X	X	
Faculty- Tenure Track	X	X	X	X
Faculty/ Research Assoc.(Acad)- Non-Tenure	X	X	X	X
Post-Doctoral Fellow- Fund 1	X	X	X	X
Post-Doctoral Fellow- Restricted Fund	X	X	X	X
Direct Appointments or Non-Traditional *	X	X	X	X
HIRING PROPOSALS				
Student- Fund 1	X	X		
Student- Restricted Fund	X	X		
Temporary- Staff Fund 1	X	X		
Temporary- Staff Restricted Fund	X	X		
Temporary- Faculty Fund 1	X	X		
Temporary- Faculty Restricted Fund	X	X		
Staff- Exceptional Placement	X	X	X	
Staff- Fund 1	X	X	X	
Staff- Restricted Fund	X	X	X	
Post-Doctoral Fellow- Fund 1	X	X	X	X
Post-Doctoral Fellow- Restricted Fund	X	X	X	
Faculty- Tenure Track	X	X	X	X
Faculty/ Research Assoc.(Acad)- Non-Tenure	X	X	X	X
Direct Appointments or Non-Traditional Hires*	X	X	X	X

Notations:

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

If the staff position is 78 or below, only the director needs to approve. If 79 or higher, it must also be approved by the Provost.

Memo approvals (direct hires or exceptional placements) will be uploaded into UAKjobs, notated in the HR comments section of the posting and hiring proposal, and then submitted directly to UAF HR after supervisor approval. Please list the salary, expected start date, and cite the appropriate regulation (R04.03.035) to justify the appointment.