

**M E M O R A N D U M**

**DATE: September 22, 2016**

**TO: Institute of Northern Engineering Employees**

**FROM: Bill Schnabel, INE Director**

**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, 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 myUA for each action. All recruitment actions need to be initiated through the INE HR Office – contact Kenna Metivier ([kjmetivier@alaska.edu](mailto:kjmetivier@alaska.edu)), x7777

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| --- | --- | --- | --- | --- |
|  | Hiring Authority | Unit Fiscal | 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 |  |
| **POSITION REQUISITIONS** |  |  |  |  |
| 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 |
| **OFFER CARDS** |  |  |  |  |
| 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.