

UNIVERSITY OF ALASKA ANCHORAGE
MODEL MEMO FOR APPROVAL TO RECRUIT

(Italics indicate an option)

Date

TO: Provost

FROM: *Dean or Director*

RE: Approval to Recruit Full-Time Faculty

I am requesting approval to begin the recruitment process for a *(bipartite/tripartite)*, *(full-time, tenure track, one-year term, etc.)* appointment at the *(academic/special academic)* rank of *(instructor/assistant/associate/professor)* of *(discipline, i.e., art, history, accounting, nursing, etc.)* in the School/College of _____