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January 31, 2022

TO: System Office Departments
FROM: Myron Dosch, Chief Finance Officer
SUBJECT: System Office Recruitment Process

DocuSigned by:
Myron Dosch
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February 7, 2022

The following process is in effect if you wish to recruit a regular or term position (does not include temporary or student positions):

1. Complete a vacancy analysis form (attached), along with a memo of justification and any other information that is relevant. The form should be approved by the hiring authority and the Vice President or direct report to the President for the respective functional area.
2. Submit #1 to System Office Budget Office.
3. System Office Budget and System Office UA Human Resources will review the request for accuracy and available budget and approve or deny the vacancy form.
4. If approved, System Office UA Human Resources will submit the recruitment documents to the President for consideration.
5. The President will report his/her decision to the Director of System Office UA Human Resources.
6. System Office Budget office will inform the hiring authority of the President's decision.

One rule continues to be in effect:

1. If a position becomes vacant within six months of having been filled, there is no need to obtain Presidential approval as described above. However, fill out the vacancy form for tracking purposes and send it to System Office UA Human Resources as described above.