



University Hiring Practices - In-State Priority Guidance

In collaboration with UA and university leadership, human resources is releasing the University Hiring Practices – In-State Priority Guidance. At UA, we prioritize in-person work because it strengthens collaboration, builds deeper connections, and supports the vibrant campus culture that drives our success.

To align hiring decisions with these values, hiring authorities are encouraged to prioritize candidates in the following order:

1. In-Person Employees

Priority is given to qualified candidates who can perform their duties on-site at university facilities.

2. In-State Hybrid Employees

For roles that can be performed partly off-site but benefit from proximity to campus, candidates who work in a hybrid arrangement within Alaska should be prioritized after fully in-person candidates.

3. In-State Remote Employees

For positions that can be performed fully off-site but still benefit from being in-state, remote candidates residing in Alaska should be prioritized after hybrid candidates.

4. Out-of-State Remote Employees

Candidates working remotely from outside Alaska should be considered after the above categories, based on operational needs and role requirements.

Special Considerations

- *In-state priority guidance does not apply to duty stations located outside Alaska.*
- *All international remote work agreements require approval from the respective University Chancellor and the UA CHRO before they can be authorized.*
 - *Requests should include a justification for the international work, a tax assessment from HR accounting (can take up to 60-days), and source of funding to cover the fees.*

Additional Guidance

Supervisors have the authority to establish or rescind remote work agreements and are encouraged to consult with their leadership to ensure hiring decisions support departmental needs and university goals. This In-State Priority Guidance does not reduce existing flexibility for managers in working with their employees nor does it require a change to existing hybrid or remote work agreements. Instead, it provides direction for prioritizing future hires.

All hybrid and remote work agreements should be reviewed annually and updated as organizational needs or position responsibilities change. As always, employees and supervisors should maintain open and regular communication regarding work arrangements.