

MEMORANDUM

TO: Chairs and Directors

FROM: Sam Huckaba
Associate Dean

RE: Staff Hiring

DATE: August 5, 2010

To help bring us in line with university policies and to streamline the process, the College of Arts and Sciences is implementing some changes to its staff hiring procedure. Effective August 16, 2010, the following information must be included in all requests for A&P and USPS hiring. All information must be received before gaining approval of the Dean's office.

Required Items:

- 1) A completed salary request form;
- 2) A proposed candidate's job application and/or resume;
- 3) Completed Employer Reference Check forms;
- 4) Level 2 Police Background Check results;
- 5) Verification of any official requirements (education/certification/licensure);
- 6) Attendance and Leave Balance (for internal candidates).

Requests for salary levels that fall at or above the first quartile will require additional approval, therefore allow extra time for the approval of such requests.

Please send requests and accompanying paperwork to Lyn Avery (Staff Coordinator) in this office (Mail Code 1280). You may direct any questions you have to her at 644-4949 or Scott Tamm at 644-0739.