

ALVSCE Hiring Plan Process

	What	When	Who	Why	Resources and/or outputs
1	<p>Conceptual Needs & Alignment with Strategic Plans T/TE: Unit Heads discuss hiring needs with their faculty, reviewing strategic plans and needs C/CE: Unit Heads discuss hiring needs with EAT, reviewing area and system-wide needs</p>	During Fall	Academic Heads with their unit faculty; CEDs with Ext Director and EAT	Unit Heads* <i>coordinate</i> shared governance process in their unit. Communication between Unit Heads and Associate Deans.	Targets and investments needed , external political considerations
2	<p>Submit Formal Request Unit Heads submit formal request for strategic hires to hiringplan@cals.arizona.edu (T/TE and C/CE and Non-tenure/continuing) Division and Extension Business Offices compile and forward to appropriate Associate Deans.</p>	Dec 15	From: Unit Heads To: hiringplan@cals.arizona.edu	Communication between Unit Heads and Associate Deans. Ensure all requests are seen by appropriate ADs	Targets and investments needed , Request Form, SPFI hires, TRIF, available unit startup funding, space/lab needs
3	<p>Collaborate & Transparency Requests compiled and sent to ADs. Academic Heads meet as a group with AD CAS and AD Research to prioritize faculty hires consistent with college and UA strategic plan. CEDs meet with EAT to prioritize.</p>	Jan/Feb	Unit Heads and ADs collaborate and communicate with each other	Create transparency of priorities, opportunities to collaborate with positions, and communication between Unit Heads and Associate Deans.	Targets and investments needed , space/lab needs, startup funding
4	<p>AD Prioritization Informed by Step 3 Associate Deans prioritize. Executive Council reviews and creates initial prioritized hiring plan consistent with college and UA strategic plan</p>	1st EC meeting in March	EC discussions	Associate Deans review and prioritization. Ensures all requests are seen	Draft hiring plan
5	<p>Budget Availability for Hires CALS budget retreat/CED Spring Retreat</p>	Mid May	CALS and Extension shared governance groups	Broad based discussion and feedback for VP to inform final decision.	Draft hiring plan
6	<p>Finalize Submission to Provost VP approves for division. Hire plan finalized and prepared for submission to Provost</p>	1st EC meeting after budget retreat	From: ALVSCE AVP Finance To: Provost	Approval from VP. Provost review and approval and notification to units of requests forwarded for approval	Provost Strategic Hire Plan template
7	<p>Notifications – Non-tenure/continuing (NTC) Faculty (e.g. Professors of Practice) Unit Heads will be notified of approvals/ denials of NTC hires based on VP’s decision.</p>	June	From: AVP Finance Cc: hiringplan@cals.arizona.edu To: Unit Heads and Business Officers	VP has final approval of NTC hires. NTCs are included in Provost hiring plan for notification only. Upon VP approval, units notified they may proceed with hiring NTCs. Extension positions notified separately by Ext Director.	Approval/Denial memos
8	<p>Notification – Tenure and Continuing Track Faculty Notification for T/TE and C/CE based on Provost decision.</p>	varies - est. August, next Fiscal Year	From: Executive Council (T&R) or EAT via hiringplan@cals.arizona.edu To: Unit Heads Cc: to Business Officers	Provost approval required for T/TE and C/CE faculty hires. If approved, units notified when they may proceed with hiring process.	Hiring Best Practices, Guide to Successful Search (HR link), Unit notification memos