- Brief background of the candidate.
  - Proposed salary, referencing the approved Job Request Form (JRF), and/or Initial Salary Placement form
- The Classification of Instructional Programs (CIP) code

<mark>4. The signature protocol and memo routing (via DocuSign – currently) request are as follows</mark>:

- Dean/Director Signature (for joint appointment, include both signatures)
- Through UAHR Talent Acquisition Director
- Through Vice Chancellor (for CRCD, and for Research Units)
- To Office of the Provost Faculty Services Manager (for initials)
- To Provost and Executive Vice Chancellor **Final Approval**

5. Record Keeping:
- Maintain records of all documentation and correspondence related to the direct hire process in the appropriate files per UNAC Article CBA 12.1.

Documentation to include with the direct hire memo:
- Candidate's CV
- Initial salary placement document or JRF
- Other documents as necessary (email approvals, salary equity documents, etc.)

Distribution:
- Dean/Director(s)
- UAHR Talent Acquisition Director, UAHR Payroll (NextGen process, etc.)
- Vice Chancellor (CRCD, Research Units)
- Office of the Provost Faculty Services

References:
- UAHR Direct Hire Appointment Process Guide
- Job Request Form (JRF)
- Initial Salary Range Placement Document
- Initial Salary Placement FAQs
- CIP Code Directory

Revision and Review:
- This SOP should be reviewed annually and revised as necessary to ensure compliance with university policies and changes in federal or state regulations.

Attachments: (if applicable)
- Direct Hire Memo Template

Re: Request for Faculty Direct Appointment [Employee Name, UA ID]
                    [TKL, PCN, Position Title, PD number]

Memo needs to include the following: