MEMORANDUM

DATE: 1/5/2015

TO: Academic Unit Heads

CC: CALS’ Executive Council; CALS’ Bethany Rutledge, Director of Administration and Communications; Andrew Comrie, UA Provost

FROM: Shane C. Burgess, Vice President for Veterinary Sciences and Cooperative Extension; Dean, College of Agriculture and Life Sciences

SUBJECT: EFFECTIVE IMMEDIATELY. Procedures for Opportunistic Hires

To maximize effectiveness in our era of fiscal challenges and RCM, it is critical that we continually improve our business processes and take every opportunity to articulate and follow our strategic intent. One area where efficiencies are needed is communication between the mission areas administered by deans and the discipline areas administered by unit heads during opportunistic hiring, such as GIDP- and SPFI-facilitated hires.

From now forward all opportunistic hiring applications from a CALS unit must have concurrence signatures from the appropriate mission associate dean/s and me on the cover memo described below before submission. This indicates that unit heads have discussed such potential applications with the appropriate associate dean/s in depth before the cover memo is submitted for associate dean concurrence. Associate dean signatures confirm to me that such discussions have occurred.

Submissions to the appropriate funder will be made by my office staff after all concurrence signatures have been acquired. The cover memo should be addressed to me and include:

A. The call for submission and deadlines.

B. Confirmation that you and the unit faculty have completed all shared governance procedures consistent with your unit’s standard governance mores and that candidates would be accepted members of the unit’s faculty. If tenure or continuing status is a condition of the candidate’s hire then you must be prepared to convene special unit committees for review and approval.

C. Clear, specific and quantitative articulation of how:
i. the candidate’s inclusion will enable the unit to better achieve its strategic aims, as well as those of the three CALS mission areas, the college and *Never Settle*;

ii. this hire will help the unit and CALS mission areas hit our college’s share of the ABOR metrics for the UA;

iii. this hire will help the unit participate as a better partner with the other CALS units in contributing to the college’s success under RCM;

iv. start-up packages will be funded.

Because our strategic priorities must be our focus, and as part of our ability to optimally budget salary money, all faculty hiring will be considered within the normal hiring cycle.

Opportunistic hiring opportunities will be incorporated into, and evaluated along with, all other critical strategic hiring requests during the hiring decision-making process in the fourth quarter of the financial year. Although attaining opportunistic salary and/or start-up funding may confer a potential financial advantage during the annual hiring decision-making process, this has nothing to with whether or not the requested hire reaches the level of critically strategic, i.e., it is no guarantee that the hire will be selected as a critical priority.