

# ALVSCE Policy – Appointment of Associate Unit Heads and Associate Directors

Final, February 3, 2024

Appointment of Associate Unit Head and Associate Director positions that ***include a monetary stipend*** must adhere to the following:

- An intent to hire is announced by the Hiring Manager to all personnel in the Unit or Units that house the body (committee, board, Unit) that will be the responsibility of the position. The announcement must include the following:
  - Duties to be covered by the position;
  - Required qualifications of candidate;
  - Existence of a stipend;
  - Nomination process (materials required) and deadline;
  - Contact person for further information and submission of nominations;
  - Deadline for submissions.
- A rubric is created for use in assessing nominations. Rubric is based on the duties to be covered and the required qualifications of the candidate.
- Nominations are collected by the Hiring Manager or their designee.
- Following the deadline, Hiring Manager will rank all applicants and will select an Associate Unit Head/Associate Director Using the metrics designated by the rubric

**Note:** Because these positions include monetary stipends, the rubric and the draft offer letter must be forwarded to the Office of the Provost for review and approval. Forwarding should be facilitated by ALVSCE Human Resources: Sonia Jones, [soniajones@arizona.edu](mailto:soniajones@arizona.edu)