


MEMORANDUM

DATE: March 12, 2021

TO: Department Heads, Chairs, Directors, Deans and Business Administrators

FROM: Andrea Romero, Vice Provost for Faculty Affairs 

SUBJECT: Staff Track Transfer Process End Date

In January 2020, the University Career Architecture Project (UCAP) provided an opportunity for departments and units to transition former academic or service professionals into career-track positions. This enabled departments and units to align the duties of employees with the appropriate title on a faculty track. We were excited to assist departments and units to recognize the hard work, progress, and professional development of many UArizona employees.

UCAP has now been in place for over a year and those individual cases have been mostly addressed now, via the staff track transfer process. *Accordingly, I am writing to alert you that the option to implement university staff into career-track positions will end by the end of this Academic Year.*

Departments and units requesting or reviewing transitions from university staff to career-track appointments are asked to submit all documentation and approvals by no later than **Monday, May 3, 2021 at 4 p.m.**

After May 3rd, departments and units will be required to use a competitive selection processes to hire into career-track titles, and to encourage qualified staff to apply within the normal process.

If you have any questions, please contact Faculty Affairs, facultyaffairs@email.arizona.edu.