

UAB Remote Faculty Hiring Guidelines & Attestation

■ PURPOSE

The purpose of this document is to establish guidelines by which full-time faculty can be hired in fully remote positions and appointed in UAB academic units. This document is in addition to those set forth in the UAB Faculty Handbook and the You and UAB Handbook. In any current or future areas of policy conflict or disagreement regarding this document, the UAB Handbooks take precedent.

■ APPLICABILITY

This document applies to all faculty, including tenured and non-tenure earning appointments, and at any professorial rank (Instructor, Assistant, Associate, or Full).

This document does not apply to the hiring and appointments of part-time, adjunct, or secondary faculty. This document does not apply to faculty working in a hybrid position in which the faculty member is physically present at the unit on a regular schedule.

Potential faculty hires from certain states and countries may not be eligible for UAB appointments. Hiring units using the Out-of-State Work Location Request Form must confirm with Human Resources that a specific site is eligible before proceeding.

All remote faculty hires require approval from Human Resources and the Office of the Provost.

■ DEFINITIONS

Remote: A faculty member who works full-time only in an off-site location. This status is not affected by the occasional or infrequent ad hoc visit to the unit.

■ POLICY STATEMENT

The primary mechanism of hiring and appointing full-time faculty continues to be through an in-person appointment. In rare circumstances the unit may identify a special faculty hire opportunity for which a remote appointment is possible and mutually advantageous.

To be considered for a full-time remote position, faculty must meet the following criteria:

1. Be non-tenure earning, or a tenured associate or full professor; tenure-earning faculty are not eligible
2. Be hired into a position designed for remote work, including teaching of online classes or other duties that do not typically require in-person presence

3. Have no supervisory, managerial, or leadership responsibilities
4. The faculty member must have a unique teaching or research contribution that cannot be fulfilled by a candidate willing to relocate to Alabama
5. Preference will be given if the faculty member has unique contributions that are linked to the remote site from which they are working.
6. The faculty member must establish and be willing to abide by a regular schedule of meetings with their supervisor and others related to their work (e.g., a co-Instructor in a course, research partners, etc.). These meetings are scheduled according to the Central Time Zone.

All appointments will be made for a minimum of 1 year and can be renewed annually based on the supervisor's determination of achievements in teaching, research, and/or service, and on mutual agreement on goals for the subsequent hiring period.

Remote positions may be converted to onsite positions due to changes in funding, regulatory compliance, or other changes in priorities.

For tenured faculty, while there is no end date of their appointment, each faculty member will be evaluated annually through the unit's annual review process. Any remote faculty member who does not meet expectations as determined by their supervisor may be required to transition to an onsite role.

Faculty members must remain in good standing and UAB must remain an employer in the state or country where they are located.

☐

I hereby acknowledge that I have read, understood, and agree to abide by the UAB Guidelines for Hiring Faculty in Remote Positions.

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I acknowledge prior approval is required before making any changes to my designated work location.

NAME

BLAZER ID

SIGNATURE

DATE

After signing this form, please upload it as an attachment to the Hybrid/Remote Work Agreement in UAB Forms.