



**Office of the Provost**  
Faculty Affairs  
**UNIVERSITY OF GEORGIA**

**Office of Faculty Affairs**  
225 New College  
Athens, Georgia 30602  
TEL 706-542-0547  
provost.uga.edu

May 31, 2017

TO: Associate Provosts, Vice Presidents and Deans

FROM: Sarah F. Covert, Associate Provost for Faculty Affairs

RE: FACULTY CONTRACTS – Fiscal Year 2018

Attached are employment contracts for all regular, full-time faculty members included in the FY18 budget developed by your unit. These written contracts were generated from the UGA Budget System for all regular faculty (not limited term) who were budgeted full-time for the entire fiscal or academic year. **Instead of receiving 3 copies of each contract, this year you are receiving 2 copies of each contract because the third copy is no longer needed for central record-keeping.**

The procedures listed below should be followed when issuing these contracts:

1. **REVIEW PRIOR TO DISTRIBUTION.** Review all contracts carefully with regard to title, tenure status, and fiscal accuracy. In addition, please review the contracts carefully to ensure that no contracts were issued to limited-term or part-time faculty. If a contract for a limited-term or part-time faculty member has been printed in error, please return the unsigned copies to the Office of Faculty Affairs, 225 New College, with a note indicating the reason for return.
2. **ASK EACH FACULTY MEMBER TO SIGN BOTH COPIES OF THEIR CONTRACT WITHIN 20 DAYS.** The original contracts should be signed within 20 days of delivery. Electronic signatures are not acceptable. The signed contracts may not be modified by the faculty. It is contrary to the policies of the Board of Regents to employ any faculty member who has not signed his or her contract without modification before entering upon the discharge of his or her duties. If the contract is modified by the faculty member, it may be said that there is no meeting of the minds and hence no valid contract. If you have faculty who are not available to sign, and you are unable to deliver the contract, even by mail, please advise them that the twenty days for return will begin when the contract is delivered to them. If an available faculty member fails to sign and return a contract within the 20 day period specified on the contract, it should be construed as an abandonment of their employment rights.
3. **RETURN ONE SIGNED COPY OF EACH CONTRACT BY JUNE 30, 2017.** One signed original of each contract should be returned by your office to the Office of Faculty Affairs (225 New College via Campus Mail) by June 30, 2017. The contracts should be alphabetized before being sent to the Office of Faculty Affairs. Your office is responsible for ensuring that the signed contracts for your unit are returned within this timeframe.
4. **REQUEST NEW OR CORRECTED CONTRACTS.** If your unit needs to request a new contract or a corrected contract, please follow the NEW, attached procedures. These procedures and this memo are available online at [http://provost.uga.edu/documents/Faculty\\_Contracts\\_Memo\\_and\\_Procedures\\_FY18.pdf](http://provost.uga.edu/documents/Faculty_Contracts_Memo_and_Procedures_FY18.pdf)

Attachment: Annual Faculty Contract Request Procedures

# ANNUAL FACULTY CONTRACT REQUEST PROCEDURES:

## For New Contracts & Corrected Contracts

Office of Faculty Affairs

May 2017

### IMPORTANT:

- Annual contracts are only issued to regular, full-time faculty who are budgeted at 100% time in one position for the entire academic or fiscal year. If the individual's EFT does not equal 0.75 or 1.0 exactly, the contract will not print.
- Annual contracts are not issued to regular, full-time faculty who are budgeted in one position for less than the entire academic or fiscal year, or to limited-term full-time, or part-time faculty.

Faculty contracts are printed from information stored in the UGA Budget System. Therefore, the business office in a faculty member's appointment unit must enter the faculty member in the Budget System, or correct their record in the Budget System before a new/corrected contract can be issued. If tenure status is incorrect on a printed contract, please contact the Office of Faculty Affairs because it is not possible to correct this in the Budget System.

To initiate a contract print request, the business office needs to:

1. Submit a personnel document to update/correct the Budget System; and
2. **Confirm that the correct information is displayed in the Budget System (IMS).** Submission of the personnel document in WebDFS alone is not sufficient; the personnel document must be fully approved for the Budget System to be updated.

**Once the Budget System is updated, please submit the contract print request via this online form:** [https://ugeorgia.qualtrics.com/jfe/form/SV\\_3aR8EjeluFiC2Gh](https://ugeorgia.qualtrics.com/jfe/form/SV_3aR8EjeluFiC2Gh) You will need to supply:

1. Faculty Member's Name
2. Faculty Member's Department
3. Faculty Member's College
4. Short Title for the faculty position in UGA Budget System (ex. 582PROF 05A)
5. Contact information for the person in your business office who should be notified when contracts are ready for pick-up:
  - a. Name
  - b. Email Address
  - c. Phone Number
6. If this is a request for a *corrected* contract, also include a description of the incorrect and correct information (E.g., salary is listed on contract as \$50,000 but should be \$51,000; or rank is listed as *Asst Prof* but should be *Assoc Prof*).

We anticipate printing contracts approximately every 3-4 weeks this summer, with the first batch being printed after June 14<sup>th</sup>. The Office of Faculty Affairs will contact your business office when the contracts you have requested are available for pick-up.

If the Budget System is not updated with the correct information at the time the contract print request is submitted online, the expected contract may not print.

**Questions?** Please contact Tanya Burgess at 706-542-0547 or [tmb@uga.edu](mailto:tmb@uga.edu).