

UGAJobs Faculty Hiring Proposal/Employment Action Document Checklists

**Complete hiring proposals and other employment action paperwork are due in OFA 30 days prior to the employment start date.**

**Faculty Appointment Policies (revised 01/2020):** <https://provost.uga.edu/policies/academic-affairs-policy-manual/1-09-appointment-procedures/>

	Regular, Limited Term, or Part-time		Reappointment: Limited Term or Part-time	Add-on of Administrative Title <sup>5</sup>		Adjunct Faculty
	Search	No Search	No Search	Internal Search	No Internal Search	No Search
Signed Offer Letter/Letter of Agreement <sup>1</sup>	✓	✓	✓	✓	✓	
Current Vita	✓	✓				✓ <sup>6</sup>
EOO Approval of Exception to Search Requirement		✓	✓		✓	
Approved <a href="#">Request for Salary Approval (RSA) Form</a> (if applicable)	✓	✓	✓	✓	✓	
Approved <a href="#">Request for Supplemental Pay (RSP) Form</a> (if applicable)	✓	✓	✓	✓	✓	
Approved <a href="#">Administrative Salary Supplement Agreement</a> (if applicable)	✓	✓	✓	✓	✓	
Cover letter from Dept. Head/Dean/VP to Provost <sup>2</sup> (if applicable)	✓	✓	✓	✓	✓	✓
<b>Uploaded by OFA:</b>						
Official Transcript of Highest Degree Earned <sup>3</sup>	✓	✓				✓ <sup>6</sup>
Notarized Translation/US Equivalency Certification for Foreign Transcripts <sup>4</sup> (if applicable)	✓	✓				✓ <sup>6</sup>

<sup>1</sup>Use [faculty offer letter template](#), [part-time faculty letter of agreement template](#), or [part-time academic summer template](#).

<sup>2</sup> Except in the special cases noted in Policy [1.09-5](#), cover letters are not required by the Provost’s office. Individual deans or vice presidents may require the inclusion of cover letters in faculty hiring proposals from their unit.

<sup>3</sup> Transcript is required only if original transcript is not already on file in OFA.

<sup>4</sup> Please see Policy [1.09-7](#) for additional information on the Notarized Translation and U.S. Degree Equivalency Certification documents.

<sup>5</sup> For current UGA faculty member, i.e. new Department Head, Director, Interim appointment, etc.

<sup>6</sup> CV and transcript are required only for adjunct faculty who have not held a previous faculty appointment at UGA.

## UGAJobs Faculty Hiring Proposal/Employment Action Document Checklists

The following employment actions should not be submitted through UGAJobs:

### **Part-time Faculty Retire Rehire**

Please see procedures at: [https://provost.uga.edu/resources/documents/retiree\\_rehire\\_request\\_procedures.pdf](https://provost.uga.edu/resources/documents/retiree_rehire_request_procedures.pdf)

- \_\_\_ Submit draft [Retire/Rehire Form](#) to Justin Twiddy ([justin.twiddy@uga.edu](mailto:justin.twiddy@uga.edu)) in OFA for review **before** signatures are obtained
- \_\_\_ After draft approval, hard copy documentation with unit and payee signatures should be sent to Faculty Affairs

### **Emeritus Faculty Appointment**

Please see policy at: <https://provost.uga.edu/policies/academic-affairs-policy-manual/1-17-emeritus-status/>

- \_\_\_ Recommendation for Award of [Emeritus Status Form](#) (with appropriate signatures-OFA obtains President's approval)
- \_\_\_ Cover letter from Dean/VP to Provost
- \_\_\_ Cover letter from Dept Head (if required by unit policy)
- \_\_\_ Current Vita
- \_\_\_ Hard copy documentation should be sent to Faculty Affairs

### **Establishment/Upgrade and/or Appointment to Endowed Professorship**

See policy and procedures at: <https://provost.uga.edu/faculty-affairs/endowed-positions/>