June 2, 2015

TO: Associate Provosts, Vice Presidents and Deans

FROM: Sarah F. Covert, Associate Vice President for Faculty Affairs

RE: FACULTY CONTRACTS – Fiscal Year 2016

Attached are employment contracts for all regular, full-time faculty members included in the FY16 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.

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 ALL THREE COPIES OF THEIR CONTRACT.** These signed copies 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.

3. **RETURN TWO COPIES OF SIGNED CONTRACTS WITHIN 20 DAYS.** Two signed originals of each contract should be returned by your office to the Office of Faculty Affairs (225 New College via Campus Mail) within 20 days of delivery. 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. 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.

4. **REQUEST NEW OR CORRECTED CONTRACTS.** If your unit needs to request a new contract or a corrected contract, please follow the attached procedures. These procedures and this memo are also available online at [http://provost.uga.edu/documents/Faculty_Contracts_Memo_and_Procedures_FY16.pdf](http://provost.uga.edu/documents/Faculty_Contracts_Memo_and_Procedures_FY16.pdf)

Attachment: Annual Faculty Contract Request Procedures
ANNUAL FACULTY CONTRACT REQUEST PROCEDURES:
For Corrected Contracts & New Contracts

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.
- 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.

CORRECTION REQUESTS For Current Faculty Listed in the Master Budget
Faculty contracts are printed from information stored in the UGA Budget System. Therefore, if a contract contains an error, the business office for the unit in which the faculty member is appointed must correct the record in the Budget System before a new contract can be issued. To achieve this, your business office needs to:
1. Process a personnel report to correct the Budget System; and
2. Confirm that the correct information is displayed in the Budget System.

Once this is done, requests for correction to a previously printed contract must be made in writing (email to jessica.shaughnessy@uga.edu is preferred) and they should include the following information:

1. Faculty Member’s Name, Department, & School/College
2. Complete Description of 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).
3. A statement indicating that the incorrect information has been corrected in the UGA Budget System. (If tenure status is incorrect on a printed contract, please contact the Office of Faculty Affairs because you will not be able to correct this in the Budget System).
4. Short Title for the faculty position in UGA Budget System (ex. 582PROF 05A)
5. Name, Mailing Address, Email Address, and Phone Number for a contact person in your business office.

NEW CONTRACT REQUESTS for New Faculty or Current Faculty Not Included in the Master Budget
New faculty and current faculty who were not listed in the master budget must be fully budgeted in the UGA Budget System in one position for the entire academic/fiscal year before their contract can be printed. After the faculty member is entered in the Budget System, new contract requests must be made in writing by your business office (email to jessica.shaughnessy@uga.edu is preferred), and should include the following information:

1. Faculty Member’s Name, Department, & School/College
2. A statement indicating that the faculty member’s information is now displayed accurately in the UGA Budget System and the faculty member is fully budgeted for the entire academic/fiscal year.
3. Short Title for the faculty position in UGA Budget System (ex. 582PROF 05A)
4. Name, Mailing Address, Email Address, and Phone Number for a contact person in your business office.

Questions on either process? Please call Jessica Shaughnessy at 706-542-0547

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