UGA FACULTY SEARCH & HIRE PROCESS CHECKLIST

I. Budgetary Approval for Position
(Questions? → Contact Your Unit's Senior Administrative Officer)

☐ Approval of your unit's senior administrative officer to initiate a search/appointment of the faculty position (e.g. Associate Provost, Vice President, Dean)

☐ Public Service Rank: Use of public service faculty rank/titles must also receive prior approval of the Vice President for Public Service and Outreach. Click here for more information: http://outreach.uga.edu/ovppso/appointment-checklists

II. Conduct Search
(Questions? → Contact Equal Opportunity Office)

Conduct search per UGA Academic Affairs Policy Manual, 1.08-Recruitment of Faculty and additional search procedures as required by appointment guidelines for rank and/or special professorship agreement.

IMPORTANT: If you believe exceptional circumstances justify faculty hire without a search, contact the UGA Equal Opportunity Office (EOO). *EOO written approval must be received prior to offer of employment if no search is conducted. Additionally, written approval must be attached to the posting request in UGAJobs before moving it forward in the workflow*.

Please contact Carly Surratt at csurratt@uga.edu for details on hiring without a search, and see section VI (below) on the processing of hiring proposals.

☐ **Appoint Search & Screening Committee** (as applicable)
- UGA Guidelines for Appointment, Promotion & Tenure, Section V. Procedures for Appointments (p. 23-24) - Requires Search & Screening Committee for full-time faculty appointments at rank of INST, ASTP, ASOP, PROF

☐ **Adopt Aggressive Affirmative Action Steps for Minority and Women Candidates**
- RECOMMENDATION: Register at the UGA Professional Educational Portal or contact Mary Carney at Mary.Carney@uga.edu for search committee training; these workshops focus on best practices for recruitment and evaluation of candidates, and provide resources to support the search committee's work.

☐ **Prepare Position Description** – Follow UGA Affirmative Action Guidelines available online at https://eoo.uga.edu/. Include summary of the qualification and position responsibilities.

☐ **Submit Position Description to UGAJobs Online Hiring and Position Management Platform** https://www.ugajobsearch.com/hr/
- Office of Faculty Affairs, Immigration Services (within the Office of Global Engagement), and EOO will review and approve position posting online.
- UGAJobs Information & Resources

☐ **If the position will require space outside your department or renovation of existing space,** as soon as the job posting is approved, send a description of your space needs to the Facilities Management Division and the Office of the University Architects at FPAF@uga.edu.

☐ **Prepare and Place Advertisement in Outlets that Support Your Recruitment Goals** – The position will also be posted automatically on the Inside HigherEd and Insight into Diversity websites.

☐ Screen Applicants on the basis of the desired skills and abilities, as described in the job description.

☐ **Identify a Pool of Candidates**

☐ **Interview Applicants**
- RECOMMENDATION: As part of the interview process, request (1) *three external letters of recommendation* to expedite evaluation of candidates and the offer letter review process (below), and (2) the *official transcript for highest degree earned*, to expedite processing of the faculty appointment package after a candidate is selected and accepts offer.

☐ **Recommend Candidate(s)** (faculty vote(s) for appointment, tenure on appointment, graduate faculty status as applicable)

☐ **Receive Dean/VP Approval for selection of candidate, salary, and other terms of offer**

☐ **In UGAJobs, enter reasons for not hiring any unsuccessful applicants.** Follow instructions at Quick Guide: Applicant Management

III. Request for Exception

All written requests for exception to BOR and/or UGA policy, or special tenure-related terms should be submitted to the Office of Faculty Affairs in writing with a brief justification, prior to extending an offer. Relevant examples include:

- Degree exception request because the candidate does not hold a terminal degree as required by policy for the advertised faculty rank.
- Credit towards promotion and/or tenure eligibility (see offer letter template and section below)
- Tenure on appointment (see offer letter template and section below)

IV. Offer of Employment

(Questions? → Contact Office of Faculty Affairs)

☐ **Follow USG Policy 8.3.3.1 on Intrasystem Recruitment of principal administrators and faculty** from other USG institutions, prior to offer of employment

☐ **Draft Letter of Offer or Draft Part Time Letter of Agreement** - Use UGA Faculty Offer Letter Template or Part Time Faculty Letter of Agreement. Draft Joint Academic Appointment MOU if applicable – Use Sample Memorandum of Understanding for Joint Academic Appointments. Offered rank needs to be consistent with advertised rank(s); it may not be a higher rank than advertised.

☐ **Forward Offer Letters to the Associate Provost for Faculty Affairs (covert@uga.edu) for Preliminary Review** *(required for all tenure-track, tenure-on-appointment and prior credit positions)*. (Exceptions to this requirement for assistant professor offer letters may be granted by the Provost to schools/colleges that consistently prepare complete and accurate offer letters.) **When an offer letter is subject to review and approval, the following documents should be submitted with the draft offer letter.**

Assistant Professor offers and requests for credit towards promotion and/or tenure eligibility (i.e., credit for tenure-track or non-tenure-track positions)
1. Offer letter (and memorandum of understanding, if joint academic appointment)
2. Candidate CV
3. Brief justification, if letter includes any special requests (e.g. credit towards P&T)

All Associate Professor & Professor offers
1. Offer letter (and memorandum of understanding, if joint academic appointment)
2. Cover letter from dean, including:
   a. Summary of teaching, research, and service accomplishments
   b. Justification for any special requests (e.g., tenure on appointment)
3. Candidate CV
4. Letters of recommendation

☐ **Receive Provost Approval** *(required as described in previous item)*; submit final draft of offer and required documents (above) to Assoc. Provost for Faculty Affairs for routing to the Provost.

☐ **Collect Signatures on Offer Letter** – all parties must approve and sign the offer letter <u>before</u> the applicant is moved into "recommended for hire" status in UGAJobs. (Moving the candidate to "recommended for hire" will automatically trigger an email notification to the successful candidate that should not be sent before the offer is finalized.)

☐ **Remind Candidate to Send Official Transcript** of highest degree earned to UGA. Encourage electronic submission from degree-granting Registrar's Office to ofatranscripts@uga.edu.

V. Senior Administrator Should Determine if Candidate Needs Visa Sponsorship

(*Questions? → Contact International Student, Scholar & Immigration Services*)

☐ <mark>If visa sponsorship is required, the sponsoring department must **contact the Immigration Services Office as soon as the job offer is accepted** by the international employee.</mark> At least six weeks will be needed to handle sponsorship requests. More information available at: https://globalengagement.uga.edu/uga-departments

VI. Hiring Proposal in UGAJobs

(*Questions? → See the Hiring Proposal Resource Manual or Contact Office of Faculty Affairs*)

Compile and submit a <u>complete</u> hiring proposal per the Faculty Appointment Procedures in the Academic Affairs Policy Manual, and the hiring proposal document checklist available on the OFA faculty appointments & hiring website.

☐ **Move Candidate to "Recommended for Hire" in UGAJobs** –Follow instructions in *Managing Applicants Resource Manual*: https://hr.uga.edu/_resources/pdf/Manual-Faculty-Managing-Applicants.pdf

☐ **Let candidate** know that they will receive a **Background Investigation Consent email**; encourage them to respond to that email as quickly as possible.

☐ **Download the CV from the candidate's application in UGAJobs, save as pdf file, and upload as part of hiring proposal in UGAJobs.**

☐ **Upload these additional documents in UGAJobs as pdf files:**
1. **Offer Letter** with Hiring Authority and Candidate Signatures
2. Approved Request for Salary Approval form and/or Supplement Request Form**, if applicable**. See Changes to Salary and Compensation Rates for detailed instructions on these documents.
3. Cover Letter from Dean/VP/Department Head to Provost **if applicable**, per UGA Academic Affairs Policy 1.09-5

☐ **Send following documents directly to Office of Faculty Affairs:**
1. Official Transcript for Highest Degree Awarded (or ensure candidate had it sent electronically to ofatranscripts@uga.edu)
2. **Foreign Degrees:** Notarized Translation/US Equivalency Certification. (see Transcript Policy for details)

☐ **Check with candidate** to ensure that they have received and responded to the **Background Investigation Consent email.**

☐ **Submit hiring proposal to the next level approver in UGAJobs.**

☐ **Frequently track the hiring proposal's progress in the UGAJobs History tab** to ensure it is moving forward in a timely fashion. If it stays at a certain workflow level for several days, please contact the owner of that workflow state to ask if assistance is needed.

☐ **A Background Investigation** will be completed by HR as part of the Hiring Proposal approval process. It must be completed prior to hire.

☐ **If hire includes a change in salary or supplemental pay,** the hiring unit will need to submit an **MSS transaction** after the hiring proposal is approved.

☐ All newly-hired faculty must **complete required paperwork in the UGA [Onboarding/orientation system](#)**, including the I-9, which must be completed by the new faculty member no later than the first day of employment. *(Questions? → Contact Human Resources)*

☐ **Provide Employee Benefits Information to the Candidate**
Have new faculty member contact Cindy Walker (cewalker@uga.edu or 706-542-7359) to make an appointment with a senior benefits consultant to discuss all benefits and savings options prior to deadlines: insurance products, 403(b), 457(b), irrevocable retirement choice, and others. View a summary at https://hr.uga.edu/employees/retirement-other-savings-options/mandatory-retirement-plans-trs-orp/