



UNIVERSITY OF GEORGIA

Senior Vice President for Academic Affairs & Provost
Office of Faculty Affairs

DATE: March 12, 2018
TO: UGA Administrators
FROM: Sarah Covert, Associate Provost for Faculty Affairs
RE: Faculty Appointment Policies, Procedures and Checklists

To assist in faculty hiring and other faculty employment actions, the Office of Faculty Affairs (OFA) is providing information to clarify requirements and to ensure continued consistency with [University of Georgia](#) (UGA) and [Board of Regents'](#) (BOR) policies and procedures. To ensure you use the most up-to-date forms and processes, we ask you only use the forms and documents currently posted online and do not use older versions that might have been saved locally.

Below you will find updated and detailed information regarding required procedures and documentation that must be submitted when hiring new faculty or appointing them to new positions. Useful links to applicable policies are also provided for your convenience. **In recognition of the fact that this memo is quite lengthy, a few key points and new procedures are highlighted below in yellow.**

Faculty Search & Hire Process Checklist: This checklist includes all steps for the recruitment and hiring of faculty including initial budgetary approval and search requirements. Please refer to this checklist for every faculty search initiated in your unit to ensure all steps are completed. The checklist can be found on the OFA website at: <https://provost.uga.edu/resources/documents/faculty-hire-process-checklist.9.20.17.pdf>. It has been updated recently to clarify that **the rank offered to an applicant may not be higher than the advertised rank** and to provide guidance on the allocation/renovation of new faculty space.

Degree Exception Requests: **If the selected candidate does not hold a terminal degree as required by policy for the advertised faculty rank, a degree exception request should be submitted to the Office of Faculty Affairs in writing, with a brief justification and a copy of the candidate's CV, prior to extending the offer.** If the request is approved, it should be included in the hiring proposal as a supplemental document.

Letter of Offer for Full-time Positions: The letter of offer should follow the *UGA Faculty Letter of Offer Template* available online at [Offer Letter Template](#). Additional information may be added to the offer letter as applicable to the position, and sections may be omitted if not applicable. Note: The letter of offer must include the section on limited-term appointment pending award of the terminal degree, if the terminal degree is required for the position, but has not yet been awarded at time of appointment processing, or by the employment effective date. **Alternate paragraphs for offers to academic professionals, lecturers, clinical faculty and research scientists are posted on the offer letter template page.** All offer letters for tenure-track and tenure-on-appointment faculty should be reviewed by the Associate Provost for Faculty Affairs and approved by the Provost before they are offered to the candidate. Per the current version of Academic Affairs Policy 1.09-4, requests for promotion and/or tenure probationary credit, or for tenure on appointment, should be submitted to the Associate Provost for Faculty Affairs before the offer is

extended, with a copy of the draft offer letter, a brief justification, and a copy of the candidate's CV. Offer letters included in the hiring proposal must be signed by all parties, including the candidate, to indicate their acceptance of the hiring terms.

FacultyJobs@UGA should be used to advertise all open faculty positions and to process hiring proposals for all faculty hired by UGA. It should also be used to initiate many other faculty employment actions. To determine when to use FacultyJobs and which portal to employ (search or direct hire), please refer to the table on p. 6. FacultyJobs@UGA training resources are available on the HR website: <https://hr.uga.edu/supervisors/employment-administration/post-a-uga-faculty-position/manuals-guides-training/> and questions concerning the system should be directed to: facultyjobs@uga.edu. Questions regarding faculty rank and procedures for appointment should be directed to your school/college OFA Hiring Unit Liaison (see page 7 for liaison information).

Direct Hire Appointments: "Direct Hire" means no search will be conducted and the position will not be posted externally. Only special circumstances allow for a faculty appointment without a search. The table on page 6, lists common circumstances in which a direct hire appointment is appropriate; most of them require written EOO approval **prior** to offer of employment. If you believe exceptional circumstances justify a direct hire without a search, contact the [Equal Opportunity Office](#) (EOO) for guidance. FacultyJobs provides a streamlined process for direct hire appointments. Please refer to the [FacultyJobs Direct Hire Manual](#) for more information and guidelines on how to complete this process.

Per UGA policy, the complete faculty hiring proposal should be **received by OFA at least 30 days prior to the employment effective date**. It is strongly recommended that you initiate the hiring proposal in FacultyJobs within one month of receiving a signed offer letter. If the employment start date is less than 10 weeks away, then the hiring proposal should be initiated as soon as the offer letter is accepted by the candidate. Unexpected delays may occur at any point in the workflow, so once a hiring proposal is submitted to FacultyJobs, it is important for hiring unit staff to monitor its progress in the FacultyJobs workflow (check the "History" tab). If it appears to be moving slowly, please reach out to the owner of the workflow level (e.g., unit head, senior administrator, or HR) where the hiring proposal currently sits. Hiring proposals submitted to FacultyJobs at least 2 months before the employment start date will typically reach OFA in time to meet the 30 days-prior-to-hire deadline.

FIRST Electronic Record: Due to changes in the background investigation process, the FIRST record must be submitted to OFA after the background investigation is completed within the FacultyJobs workflow. A UGA ID number will be generated after the background investigation is completed, and FIRST requires a UGA ID number.

Review of Hiring Proposals: The designated Hiring Unit OFA Liaison for each senior administrative unit (see list p. 7) must review each hiring proposal for completeness and accuracy before forwarding the hiring proposal to the next individual in the approval workflow. The FacultyJobs workflow has been revised to facilitate this process and new FacultyJobs training sessions for OFA Hiring Unit Liaisons and manager/supervisors will be offered in Spring 2018 in support of this change. Checklists of the documents required for each type of appointment are presented on page 5. OFA Hiring Unit Liaisons should use these lists to ensure each hiring proposal is complete before submission to the next level in FacultyJobs. The FacultyJobs summary should also be checked against the uploaded documents for accuracy.

Cover Letter from Dean/Vice President or Department Head to SVPAA & Provost: The hiring proposal cover letter should document the candidate's qualifications for appointment as clearly as possible; it should not duplicate the contents of the offer letter. The cover letter must include the faculty vote, should explain why the hire is strategic and describe any special circumstances related to the hire.

For example, the following circumstances should be noted in the cover letter and relevant supporting documents (i.e., approval emails or documents) should be provided as supplements in the hiring proposal:

- Approval of probationary credit, or tenure on appointment.
- Approval of a degree exception request.
- Request to use internal letters of recommendation, including justification, as an exception to Academic Affairs Policy 1.09-7.
- Request to use documents on file from a prior appointment (indicate which ones).
- Explanation of why a hiring proposal is expected to miss the 30 day-prior-to-hire submission deadline, including a description of procedures established to prevent a reoccurrence of this problem.
- Retroactive start dates will only be approved if the cover letter indicates that the individual will not be in the classroom or have other student contact (e.g., office hours) prior to Provost approval.

Due to a recent revision to Academic Affairs Policy 1.09-3, the dean's or vice president's approval of the hiring proposal within the Faculty Jobs workflow may be accepted in place of a signature on the cover letter, if this approach is consistent with school/college procedures.

Official Transcript: The final official transcript for the highest degree earned is required as an original document from the degree granting institution, and must include degree name, major and award date. Official transcripts should be sent to OFA. [OFA will upload the official transcript to hiring proposal.](#) Please refer to the [Academic Affairs Official Transcript Policy](#) for additional requirements and information.

External Letters of Recommendation: Obtain at least three letters of recommendation from external authorities who can provide a critical, detailed evaluation of the candidate's work as related to the faculty appointment. Please refer to the [Academic Affairs External Letters of Recommendation Policy](#) for further information.

Personnel Report or Other Official Budget Documentation: If possible, budget and/or personnel documentation should be submitted with the hiring proposal, however, it is not required for submission of a faculty hiring proposal. Regardless, the hiring unit is responsible for ensuring that a personnel report is submitted in time to allow for its complete approval in advance of the new faculty member's hire date, otherwise the faculty member will not be paid as intended. All faculty personnel reports route through OFA for electronic approval and due to the large number of personnels submitted each month, **if at all possible please submit personnel documents to reach OFA at least five days before the Budget Office deadline.** This allows sufficient time for OFA to review and process these documents in a timely manner. This is especially important during peak hiring seasons. Faculty personnel documents must include a [faculty rank code](#), or they will not follow appropriate routing for approvals.

Internal Administrative Appointments: An offer letter as well as approved [UGA Request for Salary Approval \(RSA\)](#), [Request for Supplemental Pay \(RSP\)](#), and [Administrative Salary Supplement Agreement](#) forms as applicable are required. A personnel document is also recommended in these cases to expedite the hire. Administrative appointments of current UGA faculty without a search will require EOO approval as well as a hiring proposal submitted to Faculty Jobs as a direct hire. **This includes appointments where administrative duties are added to a current UGA faculty member's position and there is a rank/title addition/change (includes, but is not limited to, Department Head, Director, etc. appointments).**

Part-Time Appointments: Part-time faculty letters of agreement are required to be issued for each employment period and should be submitted to OFA 30 days prior to the employment effective date. In the event of no search (direct hire), an EOO approval letter is required only for new appointments, or for faculty who have not been appointed in the same position/unit within the past three years. **If there has been a break in service, a background check may be needed, and units should contact UGA Human Resources with questions.** The Background investigation policy can be found here: <http://policies.uga.edu/Human-Resources/Employment/Employment-processes/Background-investigations/>. The part time faculty policy and part-time letter of agreement template may be found at: <https://provost.uga.edu/faculty-affairs/part-time-faculty/>.

Endowed Chairs/Professorships: **This approval process is separate from the FacultyJobs hiring proposal process.** If a new faculty hire includes appointment to an endowed chair or professorship, it will require additional documentation and Board of Regents approval before the endowed title may be used or announced publically. Depending on the time of year, additional processing time of up to 8-10 weeks may be necessary to gain approval of these appointments. Please see [Policy & Procedures for Appointing a Faculty Member to an Endowed Position at UGA](#) for detailed instructions. Note that the cover letter should request that the Board of Regents approve the endowed appointment and a current copy of the UGA Foundation fund account statement should be submitted with the letter and candidate's CV to OFA. If establishment of the endowed position has not been previously approved by the Board of Regents, it will also be necessary to complete this step. Please see [Policy & Procedures for Establishment of an Endowed Position at UGA](#) for instructions.

Emeritus Faculty: The University of Georgia may confer, at its discretion, the title of emeritus on any retired faculty member, who at the time of retirement, had ten years or more of honorable and distinguished service in the University System. Please refer to the [Emeritus Faculty Policy](#) for more information.

Attachments

cc: Pamela Whitten, Senior Vice President for Academic Affairs and Provost
Russell Mumper, Vice Provost for Academic Affairs

FacultyJobs@UGA Hiring Proposal Document Checklists

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

Faculty Search

- ___ Cover letter from Dept. Head/Dean/VP to Provost (should include faculty vote, rationale for appointment, description of special circumstances as applicable)
- ___ Faculty Offer Letter with candidate's acceptance (use [faculty offer letter](#) or [Part-Time Faculty Letter of Agreement](#))
- ___ Current Vita
- ___ Three External Letters of Recommendation (not required if currently or previously appointed at UGA and letters are on file in OFA)

Also needed, but not in FacultyJobs:

- ___ *FIRST* Electronic Record (new faculty only; created after background investigation is cleared in FJ)
- ___ Official Transcripts of Highest Degree Awarded, **will be uploaded by OFA** (not required if currently or previously appointed at UGA & original transcript is on file in OFA)
- ___ Foreign Degrees: Notarized Translation/US Equivalency Certification sent directly to OFA (not via FacultyJobs)
- ___ Electronic Personnel Report/Budget Documentation

Direct Hire (No Search Conducted)

- ___ Cover Letter from Dept. Head/Dean/VP to Provost (should include faculty vote, rationale for appointment, description of special circumstances as applicable)
- ___ Faculty Offer Letter with candidate's acceptance (use [faculty offer letter](#) or [Part-Time Faculty Letter of Agreement](#), **(not required for Adjunct appointments)**)
- ___ EOO written approval for hire (**not required for Adjunct appointments**)
- ___ Current Vita
- ___ Three External Letters of Recommendation (not required if currently or previously appointed at UGA and letters are on file in OFA)

Also needed, but not in FacultyJobs:

- ___ *FIRST* Electronic Record (new faculty only; created after background investigation is cleared in FJ)
- ___ Official Transcript for Highest Degree Awarded, **will be uploaded by OFA** (not required if currently or previously appointed at UGA & original transcript is on file in OFA)
- ___ Foreign Degrees: Notarized Translation/US Equivalency Certification sent directly to OFA
- ___ Electronic Personnel Report/Budget Documentation

Direct Hire Administrative Appointment and other Additional Titles (for faculty member within current unit, i.e. Department Head, Director, Interim appointments, etc.)

- ___ Faculty Offer Letter
- ___ [UGA Request for Salary Approval \(RSA\) Form for Faculty/Staff](#) (if applicable)
- ___ [Request for Supplemental Pay \(RSP\) Form](#) (if applicable)
- ___ [Administrative Salary Supplement Agreement](#) (if applicable) outlining change in work assignment
- ___ EOO written approval– if no search

Also needed, but not in FacultyJobs:

- ___ Electronic Personnel Report/Budget Documentation

Emeritus Faculty Appointment (Do not submit through FacultyJobs – Hard copy documentation needed)

- ___ 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

Part-time Faculty Policy: <https://provost.uga.edu/faculty-affairs/part-time-faculty/>

Part-time Retiree Policy: <http://provost.uga.edu/index.php/faculty-affairs/part-time-retirees>

- ___ Retire/Rehire Form
- ___ Electronic Personnel Report/Budget Documentation

Establishment/Upgrade and/or Appointment to Endowed Professorship – (Do not submit through Faculty Jobs -- separate documentation needed)

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

Questions regarding faculty rank and procedures for appointment should be directed to your school/college liaison (see page 7). Questions regarding EOO petitions should be directed to EOO (ugaeoo@uga.edu; 706-542-7912)

No EOO Approval Needed	Submit via FacultyJobs?	
	YES	NO
New appointments resulting from a search	Search portal	
Part-time faculty reappointments by the same unit, no change in rank/title, the faculty member continues to work 75% time or less, and not more than a 3 year break in service from the prior appointment period.		X
Reappointments of regular full-time faculty with no change in rank/title or position duties.		X
Reappointments of faculty previously approved at full time (by search or direct hire) in another status; may move to part-time and back without petition, if job duties otherwise remain within scope of original approval	Direct hire portal	
Adjunct Faculty	Direct hire portal	
EOO Written Approval Needed Prior to Offer of Employment		
New part-time positions without search (75% time or less)	Direct hire portal	
Limited term (LT) positions for each year served ¹	Direct hire portal ²	
Any change in rank/title (such as, part-time to full-time, limited term to regular, etc.).	Direct hire portal	
Addition of administrative duties to a position with rank/title addition/change (includes, but not limited to, Department Head, Director, etc. appointments)	Direct hire portal	
Interim or acting appointments	Direct hire portal	
Appointees who have been awarded a grant in their name	Direct hire portal	
Spousal hire	Direct hire portal	
Target of opportunity or uniquely qualified hire	Direct hire portal	

¹Limited Term (LT) faculty hired *via search* do not require EOO letter for initial LT appointment; however, all LT faculty require EOO approval for each subsequent year hired.

²Only one FacultyJobs submission is required for each LT appointee. If the initial hire is processed through Faculty Jobs, then renewal appointments do not need to be submitted through Faculty Jobs. If original submission was not through Faculty Jobs, then the immediately subsequent year's appointment must be submitted via Faculty Jobs

Faculty Affairs Contacts & Hiring Unit Liaisons for Faculty Appointments and Other Faculty Employment Actions

CARON CLARK Faculty Affairs Specialist II Office of Faculty Affairs cclark@uga.edu , 706-542-1726	
UNIT	DESIGNATED LIAISON
Agricultural & Environmental Sciences	Lindsey Barner Budget Supervisor ldsmith@uga.edu , 2-9007
Business	Kathy Coleman HR Coordinator kcoleman@uga.edu , 2-9732
Family & Consumer Sciences	Lynn Parham *Primary Contact Administrative Manager lparham@uga.edu , 2-4879 Elaine Brady, elainebrady@uga.edu
Journalism & Mass Communications	Terri Baker Business Manager II terrib@uga.edu , 2-2006
Law Direct Hires	Tina M. Whitehair Administrative Specialist tinaw@uga.edu , 2-5226
Law Search Hires	Cindy Wentworth Administrative Specialist cwent@uga.edu , 2-7140
Libraries	Jan Hudson HR Manager jd237@uga.edu , 2-2716
Public & International Affairs	Penny Benton Admin. Fin. Director pes@uga.edu , 2-1881
Veterinary Medicine	Vicki Eshelman Sr. Admin. Specialist vlt@uga.edu , 2-3461
VP for Public Service & Outreach	Gwen Moss Asst. VP for Fiscal Affairs gmooss@uga.edu , 2-7854

AMY WRIGHT Faculty Affairs Specialist Office of Faculty Affairs aewright@uga.edu , 706-542-3677	
UNIT	DESIGNATED LIAISON
Arts & Sciences	Karen Coker Administrative Specialist kcoker@uga.edu , 2-2840
Ecology	Mica Turner Admin Financial Director mturner@uga.edu , 2-8886
Education	Denise Spangler Sr. Associate Dean dspangle@uga.edu , 2-3818
Engineering	Patsy Adams Administrative Manager patsy@engr.uga.edu , 2-8839
Environment & Design	Ian Armit Administrative Specialist iarmit@uga.edu , 2-8113
Forestry & Natural Resources	Wendy Holland Assistant to Dean wenhol@uga.edu , 2-4741
Pharmacy	Jessica Hart Business Manager jchart@uga.edu , 2-2147
Public Health	Diane Baird Administrative Manager dsbaird@uga.edu , 2-0939
Social Work	Jeanell Muckle Administrative Manager jmuckle@uga.edu , 2-5158

TINA WEIDEMANN Assistant Director Office of Faculty Affairs guthrie@uga.edu , 706-542-0546	
UNIT	DESIGNATED LIAISON
Graduate School	Tonia Austin-Brown Admin Financial Director teabrown@uga.edu , 2-6269
GRU/UGA Medical Partnership	Courtney Simmons-Dorsey Administrative Manager csdorsey@uga.edu , 3-2200
Provost's Office: Honors Program	Amanda Pruitt Business Manager apruitt@uga.edu , 2-0532
Provost's Office: Georgia Museum of Art	Lisa Conley Business Manager laconley@uga.edu , 3-8231
Provost's Office: Institute of Higher Education	Susan Sheffield Administrative Manager sheffiel@uga.edu , 2-0570
Provost's Office: Ofc of International Education	Gina Kurtz Asst. Dir. Int'l Finance gkurtz@uga.edu , 2-2900
VP for Instruction	Sherri Stephens Administrative Specialist sherri@uga.edu , 3-0690
VP for Research	Kevin Burt Director Rsch Fiscal Affairs kevburt@uga.edu , 2-5930
VP for Student Affairs	Susan Cowart Assoc. Dir. Of Fin. & HR scowart@uga.edu , 2-3564
President's Office: <i>VP Finance & Admin</i> <i>VP Govt Relations</i> <i>VP Public Affairs</i> <i>VP Development & Alumni Relations</i>	Janet Lance Business Manager II jholcomb@uga.edu , 2-0017

Workflow: Hiring Proposal and Closing a Position

