



# UNIVERSITY OF GEORGIA

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

DATE: November 15, 2016  
TO: UGA Administrators  
FROM: Sarah Covert, Associate Provost for Faculty Affairs  
RE: Faculty Appointment Policies, Procedures and Checklists

To assist in the hiring and processing of faculty appointments and other faculty 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 current forms and processes, we ask you only use the online forms and documents and do not save/download them locally.

The University of Georgia has implemented a new online faculty recruitment system, FacultyJobs@UGA. The objective of FacultyJobs@UGA is to streamline the faculty hiring process for the University and its applicants. It should be used to advertise all open faculty positions and to process hiring proposals (appointment packages) for all faculty hired by UGA. FacultyJobs@UGA training resources are available on the HR website: <http://hr.uga.edu/manuals-guides-training> and questions concerning the system should be directed to: [facultyjobs@uga.edu](mailto:facultyjobs@uga.edu). Questions regarding faculty rank and procedures for appointment should continue to be directed to the [Office of Faculty Affairs](#).

Below you will find updated and detailed information regarding required procedures and documentation that must be submitted when hiring 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. It has been revised to reflect the FacultyJobs workflow. **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: [http://provost.uga.edu/documents/faculty\\_hire\\_process\\_checklist\\_FJ\\_11.14.16.pdf](http://provost.uga.edu/documents/faculty_hire_process_checklist_FJ_11.14.16.pdf).

**Exception/Special Requests:** All requests for exceptions to BOR and/or UGA policies, or special tenure related terms should be submitted to OFA 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 tenure probationary period (see [offer letter template for details](#));
- Tenure on appointment (see [offer letter template for details](#))

**Complete Hiring Proposal and *FIRST* Electronic Record:** Per UGA policy, the complete hiring proposal should be received at 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. The background investigation process must be complete before the hiring proposal will be forwarded to OFA. It is essential, therefore, that the hiring unit monitor the progress of the hiring proposal in the FacultyJobs workflow, and that the unit is proactive in ensuring all steps are completed in a timely manner. If the candidate is a new UGA faculty member, the *FIRST* electronic record must be submitted to OFA when the hiring proposal is submitted. The designated contact for each senior administrative unit (see list p.6) must review each appointment package to ensure only complete hiring proposals are submitted to OFA.

**Cover Letter from Dean/VP to SVPAA & Provost:** The hiring proposal cover letter should document the candidate's qualifications for appointment as clearly as possible. As applicable, the cover letter should include the candidate's background, achievements, assessment of stature, search procedures, and faculty vote. If the Provost approved credit toward the tenure probationary period, or tenure on appointment during her review of candidate's offer letter, then this should be noted in the cover letter, AND a copy of the Provost's email message in which she communicated her approval of these terms should be provided as a supplemental document. The cover letter should also clearly note any other approved exception requests. If the hiring unit is requesting consideration of documents on file from a prior appointment, this should be indicated in the cover letter. If a hiring proposal has missed OFA's 30 day submission deadline, the cover letter should explain why it is late and include a description of procedures established to prevent a reoccurrence of this problem. Although a cover letter outlining the terms of appointment from the Dean/VP is preferred, the Dean may also sign the Department Head's cover letter, if the required items are appropriately covered.

In cases where probationary credit toward tenure or tenure on appointment is requested AND was not previously approved by the Provost during the offer letter review, include the following in the cover letter:

- *Request for credit towards the tenure probationary period:* Clearly state the number of years requested (maximum of 3), corresponding position and years of service, and institution where the candidate served in a tenure track position (cannot be less than the number of years requested). Any request for exception to the UGA/BOR policies on probationary credit toward tenure should clearly state that an exception is being requested and must include strong justification for awarding probationary credit. At the latest, credit toward the tenure probationary period must be requested at the time of appointment and requires Provost/President approval.
- *Request for Tenure on Appointment:* Clearly state that the candidate was previously awarded tenure, the corresponding institution, and the departmental vote for tenure on appointment. These candidates must be appointed as Associate Professors or Professors and must bring a demonstrably national reputation to UGA. Any request for exception to these UGA/BOR policies for tenure on appointment should clearly state that an exception is being requested and must include strong justification for awarding tenure. All requests for tenure upon appointment require Provost/President approval, and may require Chancellor approval.

**Letter of Offer:** The letter of offer should follow the *UGA Faculty Letter of Offer Template* available online at <http://provost.uga.edu/index.php/faculty-affairs/faculty-offer-letter-template> and must include the candidate's acceptance. All offer letters for tenure-track and tenure-on-appointment faculty should

have been reviewed by the Associate Provost for Faculty Affairs and approved by the Provost before they were offered to the candidate. 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. Additional information may be added to the offer letter as applicable to the position, and sections may be omitted if not applicable.

**Official Transcript:** The final official transcript from the degree granting institution is required for the highest degree earned and must include degree name, major and award date. 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:** Budget and/or personnel documentation is no longer required for submission of a faculty hiring proposal. However, the hiring unit is still 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. Personnel reports will still route through OFA for electronic approval, but it will not be necessary to submit an electronic or draft personnel at the same time as the appointment.

**Direct Hire Appointments:** "Direct Hire" means no search will be conducted and the position will not be posted externally. Only special circumstances allow for an appointment without a search. Please refer to the [EOO/Affirmative Action Guidelines for Faculty for approved exceptions](#) to the search requirement. If you believe exceptional circumstances justify faculty hire without a search, contact the [Equal Opportunity Office](#) (EOO). Written approval from EOO must be received prior to offer of employment if no search is conducted. 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.

- *Internal Administrative Appointments:* An approved [Request for Salary Action](#), [Administrative Salary Supplement Agreement](#) (if applicable), and offer letter are required. A personnel report is also recommended in these cases to expedite the hire. Administrative appointments of current UGA faculty without a search will require EOO approval with the exception of internal appointment of an academic department head. If a department head of an academic unit is appointed from the pool of faculty within the unit, approval of EOO or documentation of a search is not required.
- *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, 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. The part time faculty policy may be found at: [www.provost.uga.edu/index.php/faculty-affairs/part-time-faculty](http://www.provost.uga.edu/index.php/faculty-affairs/part-time-faculty).

**Endowed Chairs/Professorships:** If the faculty appointment includes special appointment to an endowed chair or professorship, this appointment will require additional documentation and Board of Regents approval of the endowed appointment. Depending on the time of year, additional processing

time of up to 4-8 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 appointment package. 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

## Office of Faculty Affairs Checklists

### FacultyJobs@UGA Hiring Proposal Documents

**Note: If hiring proposal is for current or prior UGA faculty, contact OFA to verify if any required documents are already on file.**

#### **Faculty Search**

- \_\_\_ Cover letter from Dean/VP to Provost (include faculty vote & request for exceptions to policy as applicable)
- \_\_\_ Faculty Offer Letter with Candidate's Acceptance (utilize [faculty offer letter](#) template)
- \_\_\_ Official Transcripts of Highest Degree Awarded
- \_\_\_ Foreign Degrees: Notarized Translation/US Equivalency Certification
- \_\_\_ Current Vita
- \_\_\_ Three External Letters of Recommendation (signed letters or copy of email transmittal if electronic submission)
- \_\_\_ *FIRST* Electronic Record (new faculty only)

#### **Direct Hire Limited-Term or Part-Time**

- \_\_\_ Cover Letter from Dean/VP to Provost (include faculty vote and request for exceptions to policy as applicable)
- \_\_\_ Faculty Offer Letter with candidate's acceptance (use [faculty offer letter](#) or [Part-Time Faculty Letter of Agreement](#))
- \_\_\_ EOO approval for hire letter
- \_\_\_ Official Transcript for Highest Degree Awarded
- \_\_\_ Foreign Degrees: Notarized Translation/US Equivalency Certification sent directly to OFA
- \_\_\_ Current Vita
- \_\_\_ Three External Letters of Recommendation (signed letters or copy of email transmittal if electronic submission)
- \_\_\_ *FIRST* Electronic Record (new faculty only)

#### **Direct Hire Adjunct** (*contact OFA to verify docs already on file if current or prior faculty member*)

- \_\_\_ Cover Letter from Dean/VP to Provost (include faculty vote and request for exceptions as applicable)
- \_\_\_ Official Transcript for Highest Degree Awarded (not required if currently or previously tenured at UGA)
- \_\_\_ Foreign Degrees: Notarized Translation/US Equivalency Certification
- \_\_\_ Current Vita
- \_\_\_ Three External Letters of Recommendation (signed letters or copy of email transmittal if electronic submission)
- \_\_\_ *FIRST* Electronic Record (new faculty only)

#### **Administrative Appointment** (*for faculty member within current unit*)

- \_\_\_ Faculty Offer Letter
- \_\_\_ Request for Salary Action/Salary Supp Agt (if applicable) outlining change in work assignment
- \_\_\_ EOO approval– if no search (not required for dept head)
- \_\_\_ Electronic Personnel Report/Budget Documentation

#### **Emeritus Faculty Appointment (Do not submit through FacultyJobs)**

- \_\_\_ 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:** <http://provost.uga.edu/index.php/faculty-affairs/part-time-faculty>

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

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

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

# UGA OFFICE OF FACULTY AFFAIRS

7/17/17

## Faculty Affairs Contacts and Academic Unit Contacts for Faculty Appointments and Other Faculty Employment Actions

<b>CARON CLARK</b> <b>Faculty Affairs Specialist II</b> <b>Office of Faculty Affairs</b> <a href="mailto:cclark@uga.edu">cclark@uga.edu</a> , 706-542-1726	
UNIT	DESIGNATED CONTACT
<b>Agricultural &amp; Environmental Sciences</b>	<b>Bill Cheesborough</b> Director Administrative <a href="mailto:Aqbusoff@uga.edu">Aqbusoff@uga.edu</a> , 2-2373
<b>Business</b>	<b>Kathy Coleman</b> HR Coordinator <a href="mailto:kcoleman@uga.edu">kcoleman@uga.edu</a> , 2-9732
<b>Family &amp; Consumer Sciences</b>	<b>Jenny Ramsey</b> Admin Financial Director <a href="mailto:jdramsey@uga.edu">jdramsey@uga.edu</a> , 2-4880
<b>Journalism &amp; Mass Communications</b>	<b>Terri Baker</b> Administrative Specialist <a href="mailto:terrib@uga.edu">terrib@uga.edu</a> , 2-2006
<b>Law</b>	<b>Tina M. Whitehair</b> Administrative Specialist <a href="mailto:tinaw@uga.edu">tinaw@uga.edu</a> , 2-5226
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<b>Public &amp; International Affairs</b>	<b>Penny Benton</b> Admin. Financial Director <a href="mailto:pes@uga.edu">pes@uga.edu</a> 2-1881
<b>Veterinary Medicine</b>	<b>Vicki Eshelman</b> Administrative Manager <a href="mailto:vlt@uga.edu">vlt@uga.edu</a> , 2-3461
<b>VP for Public Service &amp; Outreach</b>	<b>Gwen Moss</b> Admin Financial Director <a href="mailto:gmooss@uga.edu">gmooss@uga.edu</a> , 2-7854

<b>AMY WRIGHT</b> <b>Faculty Affairs Specialist</b> <b>Office of Faculty Affairs</b> <a href="mailto:aewright@uga.edu">aewright@uga.edu</a> , 706-542-3677	
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<b>Public Health</b>	<b>Diane Baird</b> Administrative Manager <a href="mailto:dsbaird@uga.edu">dsbaird@uga.edu</a> , 2-0939
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<b>GRU/UGA Medical Partnership</b>	<b>Courtney Simmons-Dorsey</b> Business Manager <a href="mailto:csdorsey@uga.edu">csdorsey@uga.edu</a> , 706-713-2200
<b>Provost's Office: Honors Program</b>	<b>Amanda Pruitt</b> Administrative Specialist <a href="mailto:apruitt@uga.edu">apruitt@uga.edu</a> , 2-0532
<b>Provost's Office: Georgia Museum of Art</b>	<b>Lisa Conley</b> Business Manager <a href="mailto:laconley@uga.edu">laconley@uga.edu</a> , 3-8231
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<b>VP for Student Affairs</b>	<b>Amanda Patterson</b> Assistant Vice President <a href="mailto:amandabp@uga.edu">amandabp@uga.edu</a> , 2-3564
<b>President's Office:</b> <i>VP Finance &amp; Admin</i> <i>VP Govt Relations</i> <i>VP Public Affairs</i> <i>VP Development &amp; Alumni Relations</i>	<b>Janet Lance</b> Administrative Specialist <a href="mailto:jholcomb@uga.edu">jholcomb@uga.edu</a> , 2-0017