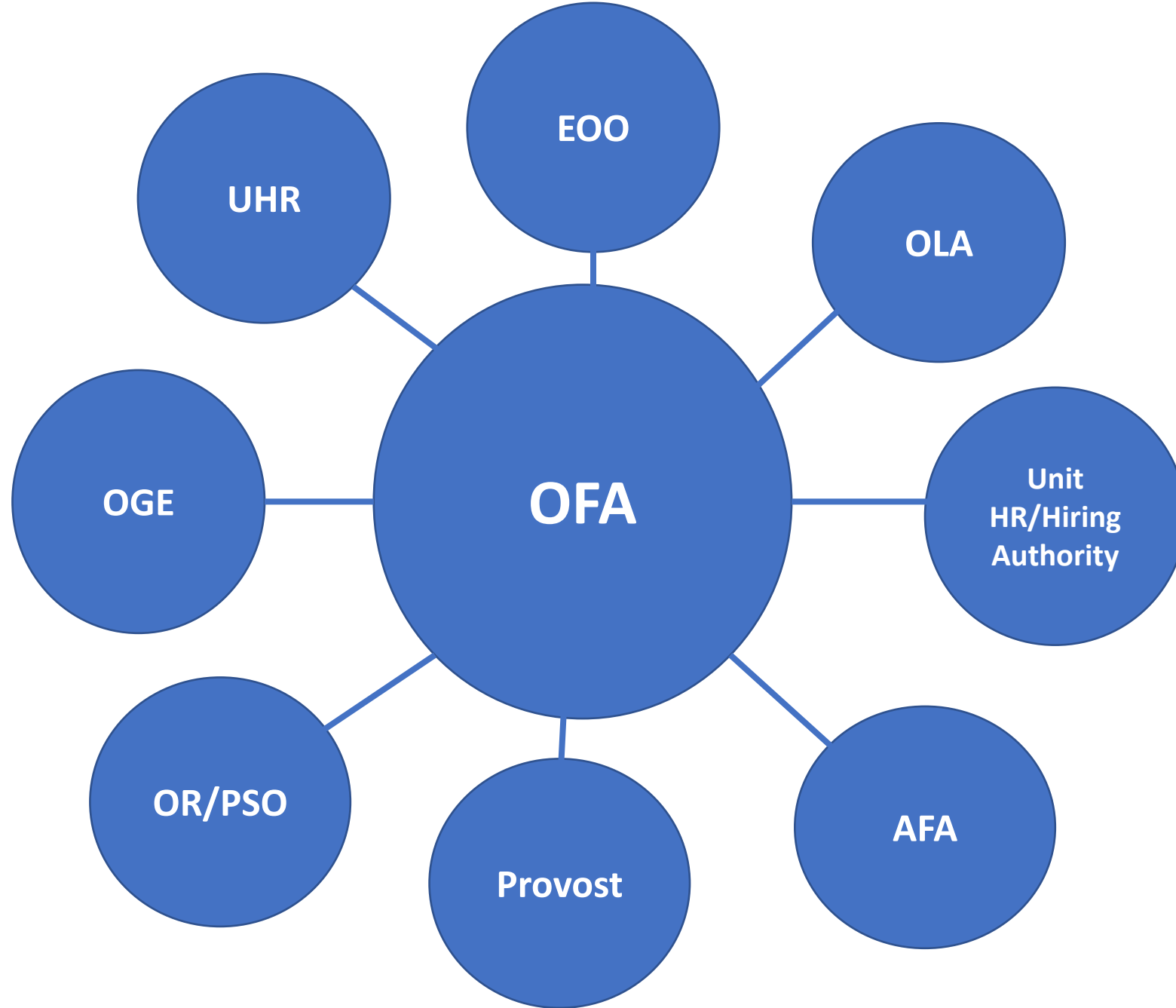




Faculty Searches, Hiring & Offer Letters

Elizabeth Weeks, Interim Vice Provost for Academic Affairs,
Associate Provost for Faculty Affairs

Carly Surratt, Director of Operations



Faculty Hiring: 3-step process in UGAJobs



Position Description



Posting Request



Hiring Proposal

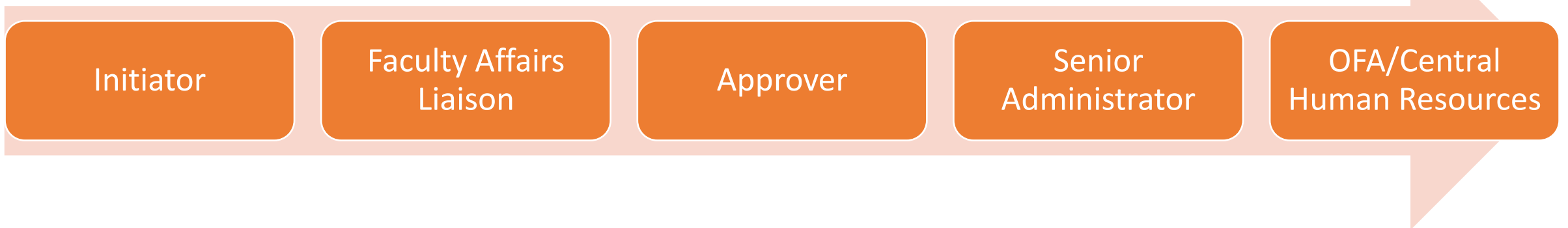


Step 1

Position Description

- A position description is the “seat” for the new faculty member.
- If this is a new position, the request will be for a “new” seat. If this will be a search for a vacancy, the request will update the existing seat for the new search, which is called an “evaluation” in UGAJobs actions.
- Which comes first...the position announcement or position description?

Position Description workflow:



Step 2

Posting Request

- UGAJobs version of the unit's Position Announcement.
- The posting request must contain everything in long and/or short ads but can have additional information because all candidates will see the posting.
- OFA will contact the unit with notes before moving the request forward in the workflow.

Posting Request workflow:



Onto the HP, but first....

The Offer Letter

Resource	Links
Offer Letter Templates	https://provost.uga.edu/faculty-affairs/faculty-offer-letter-template/
Offer Letter Policy	See #1 under Appointment Procedures
Email Addresses	Associate Provost Elizabeth Weeks (weeksleo@uga.edu) for drafts that need Provost approval before offer
	Carly Surratt (csurratt@uga.edu) for questions and copied on draft to Associate Provost

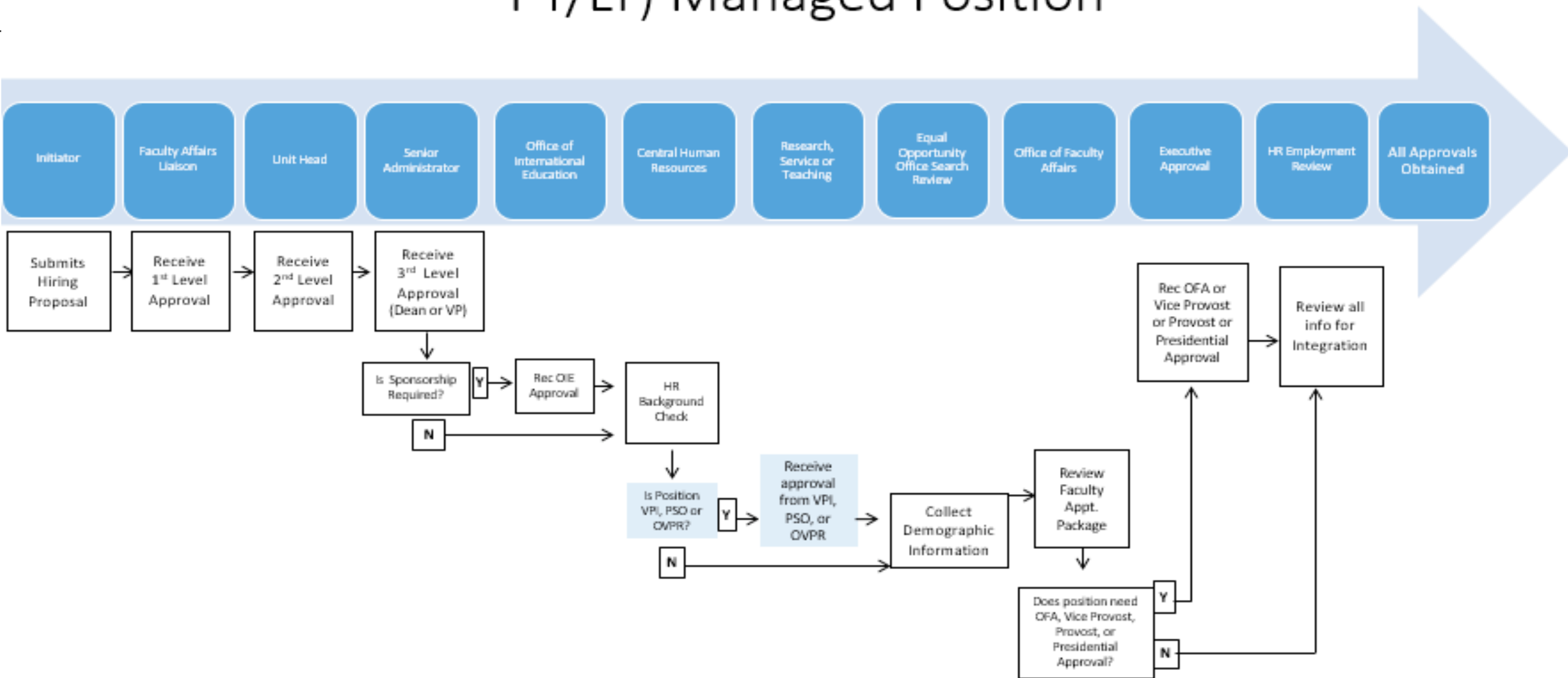
Step 3

Hiring Proposal



- Once you have moved an applicant to "Recommended for Hire" and have a signed offer, you should initiate the HP.
- The hiring unit will receive an email with instructions for initiating the background check after moving a candidate to "Recommended for Hire"
- Document checklist:
<https://provost.uga.edu/wp-content/uploads/faculty-hiring-proposal-employment-action-document-checklist.pdf>

Workflow: Faculty Hiring Proposal (Faculty and PT/LT) Managed Position



Position Description

- Keep it simple!
- The posting is for all the details including the official title.

Posting Requests

- Minimum qualifications are rank based.
- Consider templates for external ads to expedite review. (We can help with that!)
- For non-search hires, please see [Guidance: University of Georgia Direct Appointment](#). EOO is the first stop for both non-search categories (details under definitions in link above). To initiate the process, a search waiver request form should be submitted by the unit (<https://eoo.uga.edu/affirmative-action-hiring/search-waiver-form/>) and approval should be attached to the internal posting request.

Hiring Proposal

- Highly recommend starting 60 days before the start date.
- Contact us as soon as possible if you have a situation that needs to be expedited.

Revised Offer Letter Templates

UGA ASSISTANT PROFESSOR OFFER LETTER TEMPLATE

February 2024

ADDITIONAL TERMS OF OFFER; INCLUDE IN ALL CASES (EXCEPT INTERNAL CANDIDATES)

NEW FACULTY ORIENTATION: The University of Georgia is committed to providing resources necessary for your success in teaching, research, and service. As evidence of this, the university hosts a year-long new faculty orientation beginning in early August each year. At this series of events, faculty are given opportunities to attend interactive sessions relevant to their job duties and years of experience and hear campus leaders on the institution's mission, policies, history, and current initiatives. All new faculty are encouraged to attend regardless of their start date in the previous year. Registration information is available in June on the Office of Faculty Affairs' website (https://provost.uga.edu/faculty-affairs/Faculty_and_Leadership_Development/).

RESEARCH AND SPONSORED PROJECTS: If you will be establishing your own laboratory, conducting research/creative inquiry/scholarly activities, or participating in sponsored projects, please visit our [Start Your Research Program](#) webpage. We strive to provide exceptional service and support even before you arrive. As part of this commitment, we will take steps to prepare for your arrival in advance of your start date to help make your transition as seamless as possible.

GRADUATE FACULTY: With this appointment, you will become a member of the Graduate Program Faculty. This designation will permit you to advise and teach graduate students.

HOLIDAYS AND PAID LEAVE: The University of Georgia observes 10 official holidays during the academic year (http://www.uga.edu/holiday_schedule/). Faculty also earn paid sick leave at the rate of 8 hours per month with no limit on the amount that may be accumulated.

BENEFITS ELIGIBILITY & ENROLLMENT: Board of Regents' policy states that employees have 30 days from their hire date to enroll in benefits. Please see the Employee Benefits section of the Human Resources website at https://hr.uga.edu/Current_Employees/Benefits/benefits/ for complete benefits information.

ACTIVE LEARNING: The University of Georgia supports a culture of active learning in which students are active participants in the classroom and instructors utilize instructional practices that purposefully engage all students in the learning process. New faculty can learn more about active learning opportunities at UGA and access to the digital Active Learning Toolkit by visiting UGA's Active Learning website at www.activelearning.uga.edu.

EMPLOYMENT ELIGIBILITY: In accordance with the University System of Georgia Background Investigation policy, this offer of employment is contingent upon completion of a background investigation demonstrating your eligibility for employment. Employment at the University of Georgia is subject to verification of an applicant's may earn up to one third of your academic year salary during the summer. These funds may come from



Office of Faculty Aff...



Dept. Head or hiring official should [complete this form](#) prior to submitting the offer letter for any researchers.

Reply



Workflow Streamlining

1. Direct Appointment Approval Process 4(b) – “EOO is responsible for evaluating the nomination or recommendation to ensure that the applicable Direct Appointment...are satisfied” = **EOO Search Waiver Request/Direct Appointment Qualtrics Form Submission** (Justification rationale, Candidate CV/credentials, etc.)
2. Following EOO approval, documentation emailed back and then required to be submitted to UHR to route for additional executive approvals:

Faculty Direct Appointment Required Approvals	Staff Direct Appointment Required Approvals
• Provost • Chief Financial Officer • Chief Human Resources Officer • President	• Provost (for units reporting Provost) <u>OR</u> Chief of Staff (for units reporting to the President) • Chief Financial Officer • Chief Human Resources Officer • President

3. HR coordinates obtaining additional review and approvals via Office of the President Routing Slip (requiring **physical signatures**) to create direct appointment approval documentation to attach to the UGAJobs Hiring Proposal and ensure compliance with applicable direct appointment policies and procedures:

 The University of Georgia OFFICE OF THE PRESIDENT <i>Reading Mail</i> (Please print name, position and department) DATE: <u>6/17/2024</u> Point of Origination: <u>University Human Resources</u> (Please list all offices, departments, etc.) Description of Letter/Document: <u>Direct appointment request to appoint Dr. Yana Zhen to the position of Professor in</u> <u>submitted for your consideration. Pending approval, the effective date for this action is September 1st,</u> <u>2024.</u> (Please denote review/approval of action requested by initialing appropriate line): Faculty/Staff: _____ Department Head: _____ Division Head/Chair: <u>Dr. Jack H. Baker, Vice VP for Academic Affairs and Provost</u> Dean/Director: <u>Austin Hulse, Senior Associate Vice President for Human Resources</u> Vice President: <u>Ryan Nottli, Vice President for Finance and Administration</u> Contracts and Grants: (if applicable) _____ (Please transmit to Office of the President and indicate desired action) 1) For approval prior to mailing _____ 2) For information only _____ 3) Signature (transmittal letter) <u>X</u> _____ 4) Signature (letter and document) _____ COMMENTS: Return to the Vice President's office (Name or Title): #V# 28020	● Employment/Department: ☐ Central HR Use Only ☒ Internal CFA/HR Comments Hiring Proposal Summary Cover Letter from Dean/VP to Provost Approved Request for Salary Approval (if applicable) Three Recommendations Draft Personnel/Budget Document MOU (if joint appointment) Additional Document 1 Additional Document 2 Additional Document 3 Additional Document 4 Additional Document 5 CV and Applicant Documents Statement of Roles/Responsibilities (Research scientists only) Unit Definition of Privileges (Research Scientists Only) Background Investigation Approval or Consent Form EGG Direct Hire Approval (No Search Conducted) Successful Candidate Demographic Report (EGG use only) Departmental EEO Report (EGG use only)
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Revised Direct Appointment Process

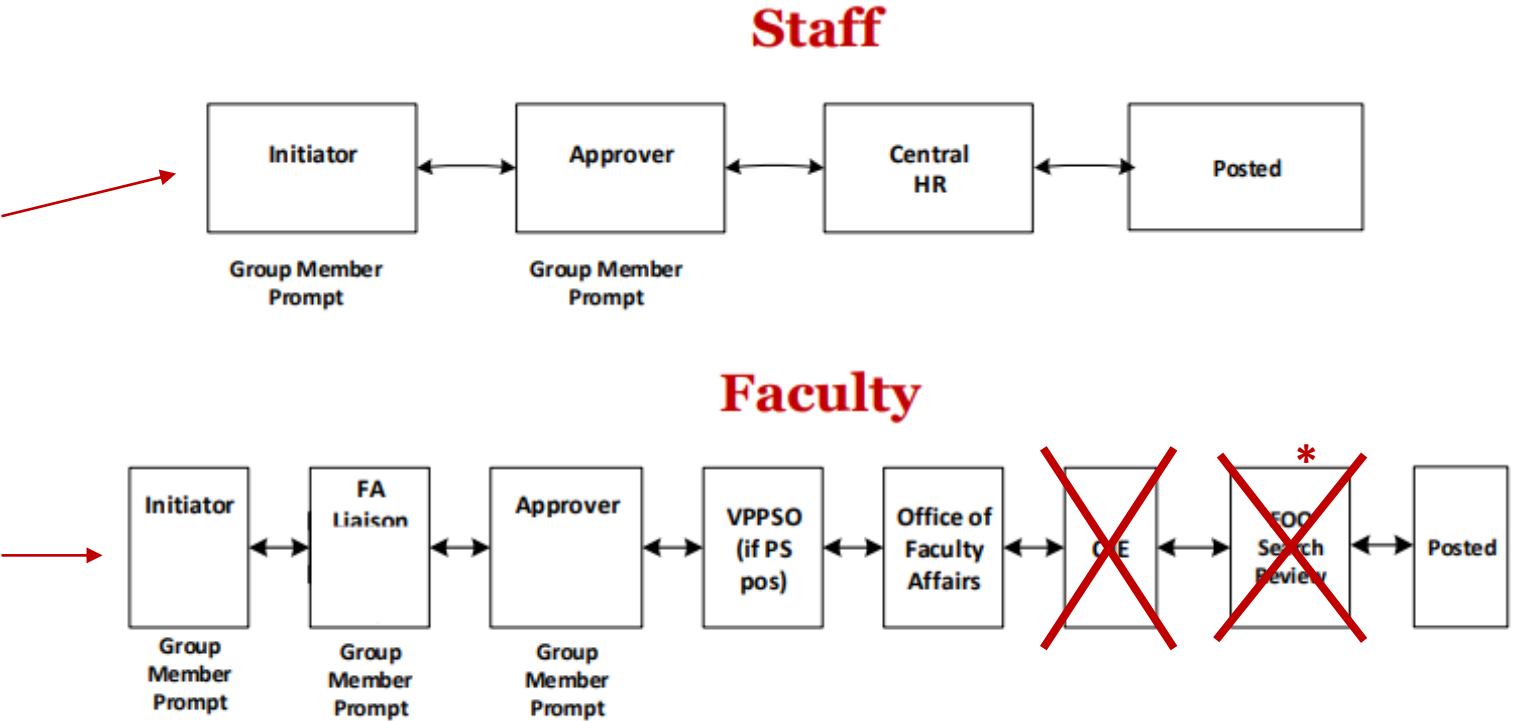
1. Qualtrics form sunsetted and replaced with streamlined Direct Appointment Smartsheet (**ETA XXXX**)
2. UHR is responsible for evaluating the nomination or recommendation to ensure that the applicable Direct Appointment criteria in the UGA Policy on Recruitment and Definitions is satisfied. EOO approval is no longer a pre-requisite for all forms of direct appointment under the applicable Guidance. Required approvals are still as follows:

Faculty Direct Appointment Required Approvals	Staff Direct Appointment Required Approvals
• Provost • Chief Financial Officer • Chief Human Resources Officer • President	• Provost (for units reporting Provost) <u>OR</u> Chief of Staff (for units reporting to the President) • Chief Financial Officer • Chief Human Resources Officer • President

3. Centralized Smartsheet assists both unit and HR with approval routing to create direct appointment approval documentation to attach to the UGAJobs Hiring Proposal and ensure compliance with applicable policies and procedures. Digital process. Physical signatures for executive approvals no longer required:

Revised UGAJobs Posting Process

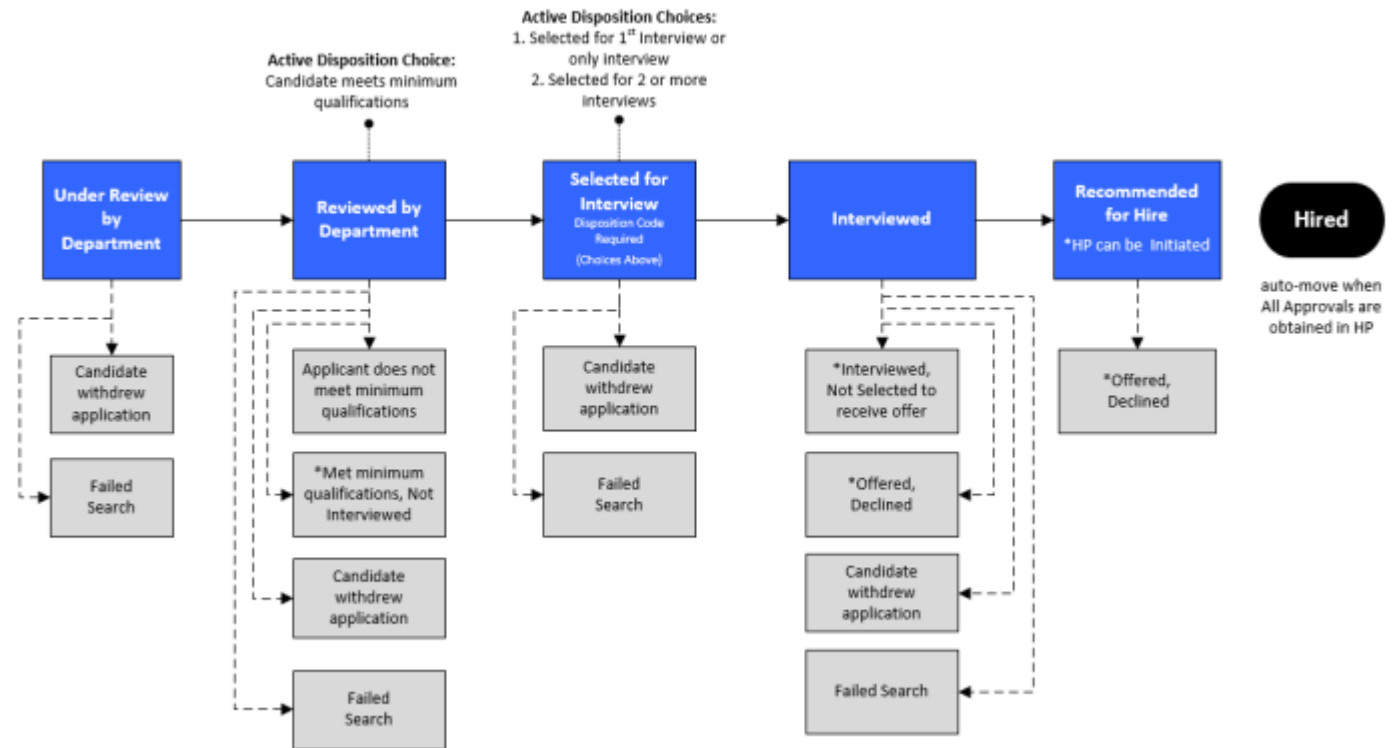
Alignment between the staff and faculty UGAJobs position posting process. Removal of EOO stop in general workflow prior to posting going “live”.



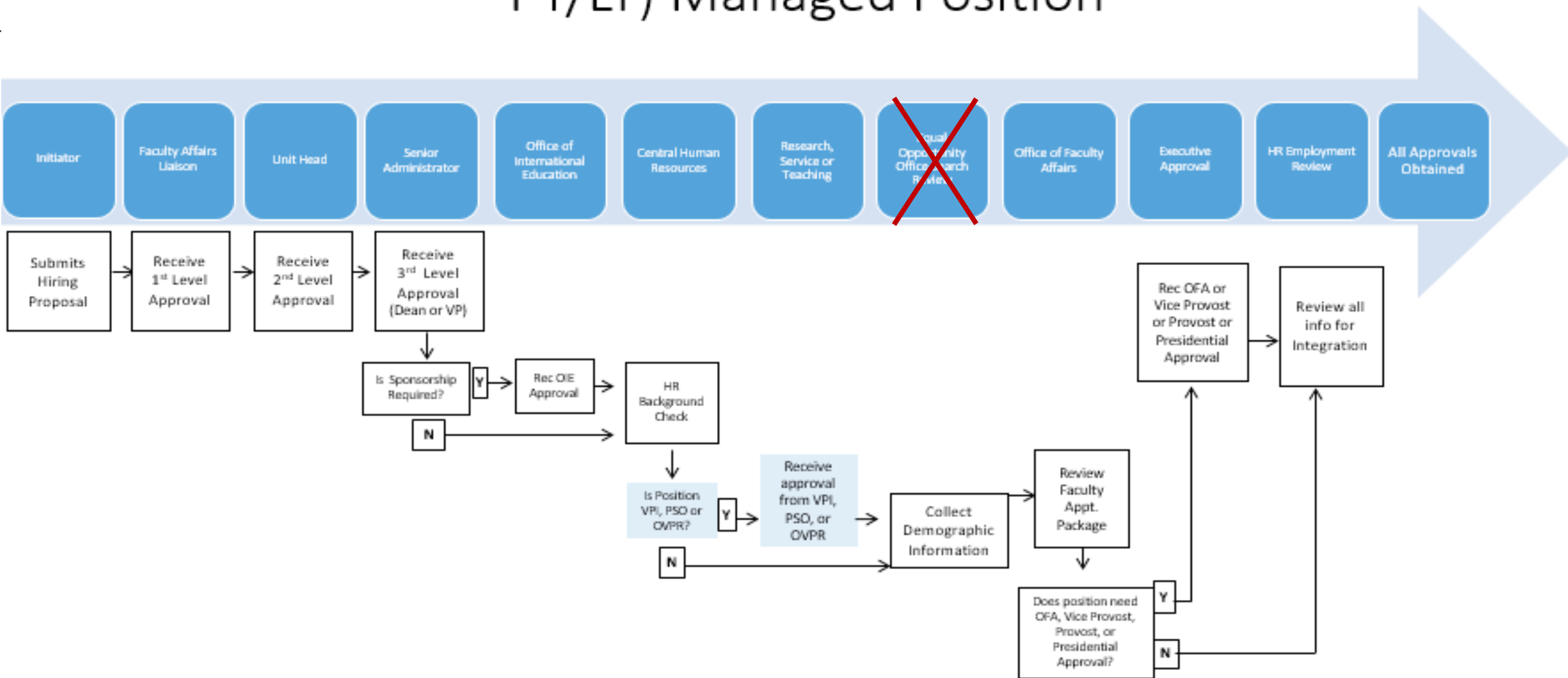
*EOO will still provide guidance on specific postings on request regarding aspects within the office's compliance obligations.

Revised UGAJobs Hiring Proposal Process

- Hiring unit responsible for ensuring completion of applicant dispositioning process in order to document search process data in UGAJobs system. *Previously enforced by EOO in the faculty context.*
- Faculty and Staff hiring proposals will not be processed by OFA and UHR respectively unless process is complete. **Incomplete information may result in HP being sent back to initiator.**



Workflow: Faculty Hiring Proposal (Faculty and PT/LT) Managed Position



Faculty Hiring Tracker



Presidential Hiring Initiative 2026

- Two Tracks: Research Intensive and Teaching Intensive
 - **Research Intensive:** Up to 50 positions; 25 central + 25 matching, 1-for-1 salary and startup match with limited possibility of non-matched positions)
 - **Teaching Intensive:** Up to 10 positions, centrally funded, credit-hour informed/driven, with possible other priorities justified
- Open subject matter, with suggested areas of focus, including previous PHIs/clusters (e.g., Data Science & AI, IPA, Brain & Behavioral Health, but also Biomedical; Risk, Resilience & Sustainability; Creative and Liberal Arts)
- Faculty hiring tracking tools and dashboards; **goal is net increase**, per number of PHI accepted + college hires reflecting increased enrollment

Who IS included?

Rank

- Academic Ranks
 - Assistant Professor
 - Associate Professor
 - Professor
- Clinical Ranks
 - Clinical Assistant Professor
 - Clinical Associate Professor
 - Clinical Professor
 - Clinical Instructor
- Lecturer Ranks
 - Lecturer
 - Senior Lecturer
 - Principal Lecturer
- Instructor

Faculty Appointment

Full-Time (count as 1 FTE)

- Full-Time Regular & Limited Term Appointments
- Allocated Effort* for Teaching & Research combined is 50% or greater

Part Time (count as .33 FTEs)

- Part-Time Appointment
- Allocated Effort is any combination

* Note for Business Officers

Allocated Effort is based on Program Codes in faculty's Position Funding Distribution

- Teaching: begin with 11, except 11140
- Research: begin with 12
- Public Service: begin with 13
- Admin: 11140 and begin with 14, 15, 16, or 17

Who is PARTIALLY included?

Professional Schools

Faculty in *Professional Schools* are only counted if they teach undergraduate students

- School of Law
- College of Veterinary Medicine
- College of Pharmacy
- School of Medicine

Who is NOT included?

Rank

- Academic Professional Ranks
 - Academic Professional
 - Academic Professional Associate
 - Senior Academic Professional
- Public Service Ranks
 - Public Service Assistant
 - Public Service Associate
 - Senior Public Service Associate
- Research Scientist Ranks
 - Assistant Research Scientist
 - Associate Research Scientist
 - Senior Research Scientist
- Librarian Ranks
 - Librarian I
 - Librarian II
 - Librarian III
 - Librarian IV
 - Librarian VI
- Administrative A
- Staff Physician
- Post Doc

Job Codes

- Administrators
 - 120X - Dean (Academic)
 - 145X - Assoc/Asst VP
 - 155X - Assoc/Asst Provost
 - 304X - Assoc/Asst Dean (Academic)
 - 306X - Assoc/Asst Dean (Admin)
 - 471X - Postdoctoral Associate AD

Faculty Appointment

- Adjunct
- Emeritus

Faculty Hiring Dashboard

Hiring Plan

Hiring Tracker

Departures

Set Delegates

Goal Attainment

63%

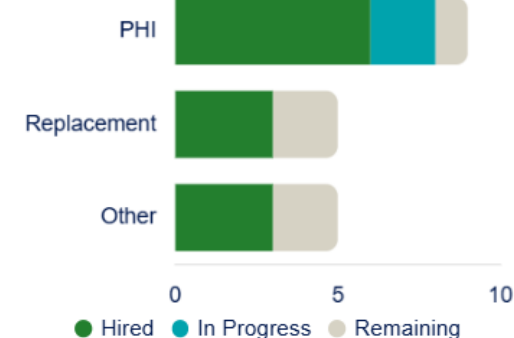
Count



Percent



Type



By Major Unit

Major Unit	Overall Plan	Overall In Progress	Overall Hired	Overall Remaining	Overall Goal Attain %
AU/UGA Medical Partnership	9	2	2	5	22%
College of Agricultural & Environmental Sciences	10	0	10	0	100%



Faculty Hiring Tracker FY26 ☆ Help & Feedback 📁

Table ↶ ↷ 🔍 🔗 Filter 🔗 Format 🔗 Format rules 📄 Formulas 💬 📎 📄 Forms ⚡ Automations 🔗 Data 📊 Analyze Data ⋮ More tools ⋮

	Created	Hire Type	PHI Type (for PHI hires only)	Major Unit	Department (PTU or CAPU)	Rank	Candidate Name	Status	Start Date in Offer (leave blank if no...
		📄 📎 🔒	📄	📄	📄	📄	📄		
1	08/15/25	Addition (PHI)	PHI Matc...	AU/UGA Medic...	Crop an...	Assistant Profe...	George Washing	Recruiting	
2	08/15/25	Addition (PHI)	PHI Cent...	AU/UGA Medic...	Enginee...	Assistant Profe...	John Adams	Recruiting	
3	08/15/25	Addition (PHI)	PHI Matc...	College of Agri...	Crop an...	Assistant Profe...	George Washing	Hired	08/01/26
4	08/15/25	Replacement		College of Agri...	Crop an...	Associate Prof...	John Adams	Offered	
5	08/15/25	Replacement		College of Agri...	Crop an...	Professor	Thomas Jeffers	Offered	08/15/26
6	08/15/25	Addition (PHI)	PHI Matc...	College of Agri...	Crop an...	Academic Prof...	James Madison	Hired	08/15/26
7	08/15/25	Addition (PHI)	PHI Matc...	College of Agri...	Crop an...	Academic Prof...	James Monroe	Hired	08/15/26
8	08/15/25	Addition (PHI)	PHI Matc...	College of Agri...	Crop an...	Clinical Associ...	John Quincy Ad	Hired	08/15/26
9	08/15/25	Replacement		College of Agri...	Crop an...	Clinical Professor	Andrew Jacksor	Hired	08/15/26
10	08/15/25	Replacement		College of Agri...	Crop an...	Public Service ...	Martin Van Bure	Hired	08/01/26
11	08/15/25	Addition (Non PHI)		College of Agri...	Crop an...	Professor	William Henry H	Hired	
12	08/15/25	Addition (Non PHI)		College of Agri...	Crop an...	Professor	John Tyler	Declined	
13	08/16/25	Addition (PHI)	PHI Matc...	AU/UGA Medic...	Crop an...	Lecturer	George Washing	Hired	
14	08/16/25	Addition (PHI)	PHI Matc...	AU/UGA Medic...	Crop an...	Associate Prof...	George Washing	Hired	
15	08/16/25	Addition (Non PHI)		College of Agri...	Crop an...	Professor	James K. Polk	Failed S...	
16	08/16/25	Addition (Non PHI)		College of Agri...	Crop an...	Assistant Profe...	Zachary Taylor	Hired	

Faculty Hiring Dashboard

Hiring Plan

Hiring Tracker

Departures

Set Delegates

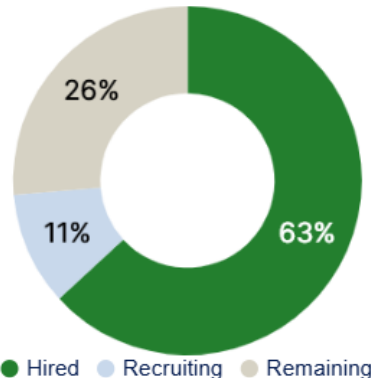
Goal Attainment

63%

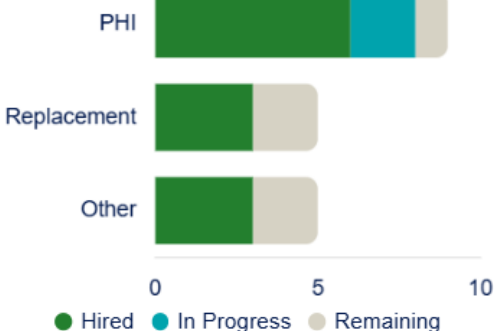
Count



Percent



Type



By Major Unit

Major Unit	Overall Plan	Overall In Progress	Overall Hired	Overall Remaining	Overall Goal Attain %
AU/UGA Medical Partnership	9	2	2	5	22%
College of Agricultural & Environmental Sciences	10	0	10	0	100%





	Major Unit	Delegate MyID Email(s)
1	AU/UGA Medical Partnership	
2	College of Agricultural & Environmental Sciences	RM Reychel M. Garren SR Sean Rogers SG Sherri Gooch
3	College of Engineering	
4	College of Environment & Design	
5	College of Family & Consumer Sciences	
6	College of Pharmacy	
7	College of Public Health	
8	College of Veterinary Medicine	
9	Franklin College of Arts & Sciences	
10	Graduate School	
11	Grady College of Journalism & Mass Communication	
12	Mary Frances Early College of Education	
13	Morehead Honors College	
14	Odum School of Ecology	
15	School of Law	
16	School of Medicine	
17	School of Public & International Affairs	
18	School of Social Work	
19	Terry College of Business	
20	University Libraries	
21	VP for Public Service & Outreach	
22	VP for Student Affairs	

File Message Help Acrobat

Delete Report Respond Share to Teams All Apps Quick Steps Move Tags Editing Immersive Translate Zoom Reply with Scheduling Poll Report Message Viv Insp

Monthly Reminder: Update Faculty Hiring Tracker

Summarize

University of Georgia via Smartsheet <automation@app.smartsheet.com>

To Shawn Hill

Fri 8/22/2025 11:14 PM

Reply Reply All Forward

 UNIVERSITY OF GEORGIA

Monthly Reminder: Update Faculty Hiring Tracker

This is your monthly reminder to review and update your faculty hiring tracker.

Tracker: <https://bit.ly/faculty-hiring-tracker>

Dashboard: <https://bit.ly/faculty-hiring-dashboard>

Thank you for your time and partnership!





Questions?