

UGAJobs Faculty Hiring Proposal/Employment Action Document Checklists

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

Faculty Appointment Policies (revised 01/2020): <https://provost.uga.edu/policies/academic-affairs-policy-manual/1-09-appointment-procedures/>

	Regular, Limited Term, or Part-time		Reappointment: Limited Term or Part-time	Add-on of Major Administrative Title ⁵		Adjunct Faculty
	Search	No Search	No Search	Internal Search	No Internal Search	No Search
Signed Offer Letter/Letter of Agreement ¹	✓	✓	✓	✓	✓	
Current Vita	✓	✓				✓ ⁶
EOO Approval of Exception to Search Requirement		✓	✓		✓	
Salary Action Document(s) – i.e. RSA, etc. (if applicable)	✓	✓	✓	✓	✓	
Cover letter from Dept. Head/Dean/VP to Provost ² (if applicable)	✓	✓	✓	✓	✓	✓
Uploaded by OFA:						
Official Transcript of Highest Degree Earned ³	✓	✓				✓ ⁶
Notarized Translation/US Equivalency Certification for Foreign Transcripts ⁴ (if applicable)	✓	✓				✓ ⁶

¹Use [faculty offer letter template](#), [part-time faculty letter of agreement template](#), or [part-time academic summer template](#).

² Except in the special cases noted in Policy [1.09-5](#), cover letters are not required by the Provost's office. Individual deans or vice presidents may require the inclusion of cover letters in faculty hiring proposals from their unit.

³ Transcript is required only if original transcript is not already on file in OFA.

⁴ Please see Policy [1.09-7](#) for additional information on the Notarized Translation and U.S. Degree Equivalency Certification documents.

⁵ For current UGA faculty member, [i.e. institute directors, department heads, associate deans, and deans, including interim and acting appointments](#), etc.

⁶ CV and transcript are required only for adjunct faculty who have not held a previous faculty appointment at UGA.

For EOO information for Administrative and Faculty Searches/Appointments, please see: <https://eoo.uga.edu/policies-resources/admin-faculty-searches-appts> and https://eoo.uga.edu/policies-resources/admin-faculty-searches-appts/search_committee_guidelines/

For information regarding critical hire approval, please see: <https://hr.uga.edu/critical-hire/>

UGAJobs Faculty Hiring Proposal/Employment Action Document Checklists

The following employment actions should not be submitted through UGAJobs:

Part-time Faculty Retire Rehire

Please see procedures at: <https://provost.uga.edu/faculty-affairs/part-time-retirees/>

- ___ Submit draft [Retire/Rehire Form](#) to Justin Twiddy (justin.twiddy@uga.edu) in OFA for review **before** signatures are obtained
- ___ After draft approval, hard copy documentation with unit and payee signatures should be sent to Faculty Affairs

Emeritus Faculty Appointment

Please see policy at: <https://provost.uga.edu/policies/academic-affairs-policy-manual/1-17-emeritus-status/>

- ___ 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
- ___ Hard copy documentation should be sent to Faculty Affairs

Establishment/Upgrade and/or Appointment to Endowed Professorship

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