

From: UGA Administrative Memos <adminmem@UGA.EDU>
Date: Monday, March 30, 2020 at 9:58 AM
To: "ADMNDIRECTORS-L@LISTSERV.UGA.EDU" <ADMNDIRECTORS-L@LISTSERV.UGA.EDU>
Subject: Guidance on Temporary Coverage of Faculty Duties

TO: Vice Presidents, Deans, Department Heads, and Directors

FROM: Sarah Covert, Associate Provost for Faculty Affairs

RE: Guidance on Temporary Coverage of Faculty Duties

On rare occasion, there is a sudden need to hire a faculty member, or to add administrative duties to a faculty position. In these cases, existing UGA faculty or administrators must temporarily fill the emergency need until a new faculty member or new title is fully approved in UGAJobs. During this interim period, a dean or vice president may request a salary supplement (without any title change) for the faculty member(s) who fill in until the newly hired individual, or new title, is fully approved in UGAJobs.

Newly hired faculty must not teach, or work in any other capacity, until they are approved for hire in UGAJobs. Only individuals with an approved faculty appointment at UGA may serve as instructor of record or conduct day-to-day classroom activities.

In order to maintain compliance with federal and state law, as well as USG and UGA policy, retroactive start dates are not acceptable in any faculty hiring proposals.

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Administrative Memos are coordinated through the Office of the Senior Vice President for Academic Affairs and Provost. For more information, contact Sam Fahmy at sfahmy@uga.edu.