
From: UGA Administrative Memos <adminmem@UGA.EDU>

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To: "ADMNDIRECTORS-L@LISTSERV.UGA.EDU" <ADMNDIRECTORS-L@LISTSERV.UGA.EDU>

Subject: Procedures for Approval of Major Faculty Administrative Appointments

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

FROM: S. Jack Hu, Senior Vice President for Academic Affairs and Provost

RE: Procedures for Approval of Major Faculty Administrative Appointments

Faculty candidates for **major administrative appointments** should be approved by the Provost's Office in writing before an offer is made to the candidate. Major administrative appointments are defined as Institute Directors¹ (see [Academic Affairs Policy Statement No. 7, Institutes](#) for details), Department Heads, Associate Deans, and Deans, including *Interim* and *Acting* appointments. For units reporting to the President, please contact your [Faculty Affairs Liaison](#) for guidance.

The approval procedures for these positions will vary depending on the terms of the offer:

1. If the candidate will be hired into a **position requiring Provost approval of the offer letter** (e.g., an external candidate for tenure-on-appointment), then the Provost's email message that approves the offer letter will document approval of the candidate. In this case, the offer letter, Dean's cover letter, candidate's CV, and external letters of recommendation should be submitted to the Office of Faculty Affairs for review before Provost approval.

2. If the candidate's compensation package requires submission of a [request for salary approval form](#) and/or a [supplement request form](#) (e.g., an internal candidate and the offer includes a change in pay) but does not require approval of the offer letter, then the Dean or Vice President of the appointing unit should:
 - a. First, submit to the [Vice Provost for Academic Affairs](#) a candidate CV proposing such appointment; and, once approval is obtained
 - b. Second, submit to the [Office of Academic Fiscal Affairs](#) the appropriate salary request form.

3. If the candidate will hold a major administrative title, but **does not meet the criteria in #1 or #2** above (e.g., an internal candidate and the offer includes summer pay but no change in base salary or a non-tenure track external candidate), then:
 - a. A cover letter describing the candidate's achievements and suitability for the position; and
 - b. The candidate's CVshould be submitted to the [Vice Provost for Academic Affairs](#) for review and approval. The Provost's email message that approves the offer letter will document approval of the candidate.

4. If a faculty member currently serving in a **major administrative role is to be reappointed to an additional term** (e.g., a unit specifies three-year terms for Department Heads and wishes to reappoint a Department Head for a second three-year term), a review of the administrator is required (see [Academic Affairs Policy 1.16, Review of Administrators](#)). Upon completion of the appropriate steps outlined in the applicable policy, the faculty member may be reappointed and no action in UGAJobs or OneUSG is needed to extend those appointments.

Whenever an administrative title is to be added to a faculty position, a UGAJobs action (e.g., hiring proposal or evaluation) is required to record the new title in OneUSG. All standard appointment procedures (see [Academic Affairs Policy 1.09](#)) should be followed. For major administrative appointments, documentation of candidate approval prior to hire must be uploaded into the candidate's UGAJobs action.

¹ Per [Academic Affairs Policy Manual 4.13, Policy on Centers](#), "Center directors will be appointed with standard review processes, which may vary depending upon the dean or vice president to whom the director reports."

Addendum: Academic Affairs Policy Revision

Language on approval for internal administrative appointments is moved from the policy on the "Administrative A" faculty rank (1.01-2.1), to the more generally applicable policy on Administrators (1.01-2). In addition, the list of administrative appointments requiring approval is inserted, consistent with the list in the memo above.

1.01-2 Administrators

In addition to the Corps of Instruction, the faculty will include the President, administrative and academic Deans, Registrar, Librarian, Chief Fiscal Officer, and such other full-time administrative officers designated as having ex officio faculty status. A faculty member who has academic rank and rights of tenure in the Corps of Instruction and who accepts an appointment to an administrative office

(other than President) shall retain his/her academic rank and rights of tenure as an ex officio member of the Corps of Instruction but shall have no rights of tenure in the administrative office to which he or she has been appointed.

The additional salary, if any, for the administrative position shall be stated in the employment contract and shall not be paid to the faculty member when he/she ceases to hold the administrative position. An administrative officer having faculty status shall have all the responsibilities and privileges of faculty membership. Administrative officers shall be appointed by the President with the approval of the Board of Regents and shall hold office at the pleasure of the President.

President or Provost approval is also required before internal administrative appointments (non-search or search), including Institute Directors, Department Heads, and Associate Deans, including *Interim* and *Acting* appointments, are offered at any rank.

Sources:

- Board of Regents Policy Manual, § 3.2.1.2

1.01-2.1 Procedures for Administrative A Faculty Rank

Administrators who may hold the non-tenure track Administrative A faculty rank include: President, Senior Vice Presidents, Vice Presidents, Vice and Associate Provosts, Associate Vice Presidents, Deans, Associate Deans and Assistant Deans of schools and colleges, and Directors, Associate Directors or Department Heads. Administrative A faculty may have a different job title, if the title is approved by the President or Provost.

Administrative A faculty must have a master's degree in a disciplinary area appropriate for the position (as defined in the job posting), or in rare and extraordinary circumstances, may have a bachelor's degree and qualifications on the basis of demonstrably successful experience relevant to the position. Master's degree exception requests must be approved by the President or his/her delegate, before an Administrative A position is offered to the candidate.

President or Provost approval (depending on reporting line) is required before any Administrative A faculty position is posted as an open search. ~~President or Provost approval is also required before internal administrative appointments (direct hires or searches) are offered at any rank.~~

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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.