

# UGA FACULTY SEARCH & HIRE PROCESS CHECKLIST

## I. Budgetary Approval for Position

(Questions? → Contact Your Unit's Senior Administrative Officer)

- Approval of your unit's senior administrative officer to initiate a search/appointment of the faculty position (e.g. Associate Provost, Vice President, Dean)
- Public Service Rank: Use of public service faculty rank/titles must also receive prior approval of the Vice President for Public Service and Outreach. Click here for more information: <http://outreach.uga.edu/ovppso/appointment-checklists>

## II. Conduct Search

(Questions? → Contact Equal Opportunity Office)

Conduct search per [UGA Academic Affairs Policy Manual, 1.08-Recruitment of Faculty](#) and additional search procedures as required by appointment guidelines for rank and/or special professorship agreement.

**IMPORTANT:** If you believe exceptional circumstances justify faculty hire without a search, contact the UGA Equal Opportunity Office (EOO). EOO written approval must be received prior to offer of employment if no search is conducted.

Please contact Michael Gorman at [mgorman@uga.edu](mailto:mgorman@uga.edu) for details on hiring without a search, and see section VI (below) on the processing of hiring proposals.

- Appoint Search & Screening Committee** (as applicable)
  - UGA Guidelines for Appointment, Promotion & Tenure, Section V. Procedures for Appointments (p. 23-24) - Requires Search & Screening Committee for full-time faculty appointments at rank of INST, ASTP, ASOP, PROF
- Adopt Aggressive Affirmative Action Steps for Minority and Women Candidates**
- Prepare Position Description** – Follow UGA Affirmative Action Guidelines available online at <https://eoo.uga.edu/>. Include summary of the qualification and position responsibilities.
- Submit Position Description to UGAJobs Online Hiring and Position Management Platform** <https://www.ugajobsearch.com/hr/>
  - Office of Faculty Affairs, International Education (ISSIS Director, Robin Catmur) and EOO will review and approve position posting online.
  - Position will be posted to USG Applicant Clearinghouse through UGAJobs.
  - [UGAJobs Information & Resources](#)
- If the position will require space outside your department or renovation of existing space**, as soon as the job posting is approved, send a description of your space needs to the Facilities Management Division and the Office of the University Architects at [FPAF@uga.edu](mailto:FPAF@uga.edu).
- Prepare and Place Advertisement in Outlets that Support Your Recruitment Goals** – The position will also be posted automatically on the Inside HigherEd and DiverseJobs websites.
- Screen Applicants** on the basis of the desired skills and abilities, as described in the job description.
- Identify a Pool of Candidates**

- Interview Applicants**
  - **RECOMMENDATION:** Request 3 *external letters of recommendation* and *official transcript for highest degree* as part of the interview process to expedite faculty appointment package after a candidate is selected and accepts offer.
- Recommend Candidate(s)** (faculty vote(s) for appointment, tenure on appointment, graduate faculty status as applicable)
- Receive Dean/VP Approval for selection of candidate, salary, and other terms of offer**
- In UGAJobs, enter reasons for not hiring any unsuccessful applicants.** Follow instructions at [Quick Guide: Applicant Management](#)

### III. Request for Exception

All written requests for exception to BOR and/or UGA policy, or special tenure-related terms should be submitted to the Office of Faculty Affairs 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 the tenure probationary period (see offer letter template)
- Tenure on appointment (see offer letter template)

### IV. Offer of Employment

(Questions? → *Contact Office of Faculty Affairs*)

- Follow [USG Policy 8.3.3.1 on Intrasystem Recruitment](#) of principal administrators and faculty from other USG institutions, prior to offer of employment
- Draft Letter of Offer or Draft Part Time Letter of Agreement** - Use [UGA Faculty Offer Letter Template](#) or [Part Time Faculty Letter of Agreement](#). Draft Joint Academic Appointment MOU if applicable – Use [Sample Memorandum of Understanding for Joint Academic Appointments](#). **Offered rank needs to be consistent with advertised rank(s); it may not be a higher rank than advertised.**
- Forward Offer Letters to the Associate Provost for Faculty Affairs ([covert@uga.edu](mailto:covert@uga.edu)) for Preliminary Review** (*required for all tenure-track, tenure-on-appointment and prior credit positions*).
- Receive Provost Approval** (*required for all tenure-track, tenure-on-appointment positions and prior credit positions*); submit final draft of offer to Assoc. Provost for Faculty Affairs for routing to the Provost.
- Collect Signatures on Offer Letter** – all parties must approve and sign the offer letter before the applicant is moved into “recommended for hire” status in UGAJobs. (Moving the candidate to “recommended for hire” will automatically trigger an email notification to the successful candidate that should not be sent before the offer is finalized.)

### V. Senior Administrator Should Determine if Candidate Needs Visa Sponsorship

(Questions? → *Contact International Student, Scholar & Immigration Services*)

- If visa sponsorship is required, the sponsoring department must **contact the International Student, Scholar and Immigration Services Office as soon as the job offer is accepted by the international employee**. At least six weeks will be needed to handle sponsorship requests. More information available at: <https://international.uga.edu/issis/information-for-sponsoring-uga-departments>

## VI. Hiring Proposal in UGAJobs

(Questions? → See the [Hiring Proposal Resource Manual](#) or Contact Office of Faculty Affairs)

Compile and submit a complete hiring proposal per the [Faculty Appointment Policies, Procedures and Checklists Memo](#) available at [OFA website](#). The memo includes descriptions of the items listed below and additional checklists for different types of faculty appointments.

- Move Candidate to “Recommended for Hire” in UGAJobs** –Follow instructions in *Managing Applicants Resource Manual*: [https://hr.uga.edu/\\_resources/pdf/Manual-Faculty-Managing-Applicants.pdf](https://hr.uga.edu/_resources/pdf/Manual-Faculty-Managing-Applicants.pdf)
- Check with candidate** to ensure they have submitted the **Background Investigation Consent Form** [http://www.busfin.uga.edu/forms/bi\\_consent.pdf](http://www.busfin.uga.edu/forms/bi_consent.pdf)
- Download following documents from candidate’s application in UGAJobs, save as pdf files, and upload as part of hiring proposal in UGAJobs:**
  1. Current Vita
  2. Three External Letters of Recommendation
- Upload following documents in UGAJobs as pdf files:**
  1. Cover Letter from Dean/VP to Provost
  2. Offer Letter with Hiring Authority and Candidate Signatures
- Send following documents directly to Office of Faculty Affairs:**
  1. Official Transcript for Highest Degree Awarded (or arrange to have it sent electronically to [ofatranscripts@uga.edu](mailto:ofatranscripts@uga.edu))
  2. **Foreign Degrees:** Notarized Translation/US Equivalency Certification
- Create *FIRST* Electronic Record** (new faculty only, submit to your OFA Receiving Administrator)
- Submit Hiring Proposal to the next level approver in UGAJobs.**
- A Background Investigation** will be completed by HR as part of the Hiring Proposal approval process. It must be completed prior to hire.
- All newly-hired faculty must **complete required paperwork in the UGA [Onboarding/orientation system](#)**, including the I-9, which must be completed by the new faculty member no later than the first day of employment. (Questions? → *Contact Human Resources*)
- Provide Employee Benefits Information to the Candidate**

Have new faculty member contact Cindy Walker ([cewalker@uga.edu](mailto:cewalker@uga.edu) or 706-542-7359) to make an appointment with a senior benefits consultant to discuss all benefits and savings options prior to deadlines: insurance products, 403(b), 457(b), irrevocable retirement choice, and others. View a summary at <https://hr.uga.edu/employees/retirement-other-savings-options/mandatory-retirement-plans-trs-orp/>