I. Budgetary Approval for Position
(Questions? → Contact the Dean)

☐ Department completes and obtains Dean’s signature on the FACS Request to Fill Form for Faculty Positions.
https://www.fcs.uga.edu/docs/FACS_Request_to_Fill_Form_for_Faculty_08.15.2022.pdf
  • Department ensures that a copy of the signed, approved form is provided to the department office manager, department business manager, FACS Human Resources, and FACS Chief Business Officer.

☐ Plan Start-up Funds needs and develop justification and corresponding spreadsheet to distribute start-up over two or more fiscal years and commitments by Dept. and College.

☐ Public Service Rank: Use of public service faculty rank/titles must also receive prior approval of the Vice President for Public Service and Outreach by completing an online form “Request to Hire Public Service Faculty” signed by the Department Head and Dean. Click here for more information: http://outreach.uga.edu/ovppso/appointment-checklists

II. Conduct Search
(Questions? → Contact FACS Human Resources)

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.

UGAJobs must be used to advertise all open faculty positions and to process hiring proposals. In the College of Family and Consumer Sciences, Mike Gorman is the college’s Office of Faculty Affairs Hiring Unit Liaison and you should direct questions to him.

IMPORTANT: If you believe exceptional circumstances justify faculty hire without a search for a full-time position, the Dean will contact the UGA Equal Opportunity Office (EEO).

Part-time faculty hires at less than 75% time may be approved without a search. For part-time hires without a search, the department will submit a request to EEO for approval. In part-time hires without a search, the department will begin the process at Department Initiates Position Description in UGAJobs step after obtaining EEO approval. No search committee or outside advertisements are required for hires without a search.

EEO written approval must be received prior to offer of employment if no search is conducted, regardless of whether part-time or full-time.
Appoint Search & Screening Committee - Secure Dean’s approval of members. College requires a minimum of one member be UGA faculty external to the college. Seek diverse representation on the committee. The Department Head cannot chair or serve on committee.

- A Search & Screening Committee for full-time faculty appointments at all non-tenure and tenure-track rank is required.
- For additional information, see UGA Guidelines for Appointment, Promotion & Tenure Section V. Procedures for Appointments (p. 23-24)

Search Committee Charge - The FACS HR representative will meet with the search committee to give the charge.

- The role of this committee is to recruit high quality applicants, facilitate the interview process, gather information about the applicants, and compile a list of strengths/weaknesses for each candidate for the Dean. The search committee is not asked to rank candidates.
- Department Head provides information to the Search Committee regarding expectations for someone in the position.
- Requirement: All Search committee members are given a printed copy of UGA EEO/Affirmative Action Policy for Faculty or Administrative Search/Screen Committees https://eoo.uga.edu/search_committee_guidelines for review at first committee meeting. The Position Description, Advertising Plan, Long and Short Ad Copy, Candidate Comparison Form, and timeline for search process are finalized by the committee.
- Develop an Advertising Plan: It is required to place the advertisement in national media appropriate for the discipline. If you wish to be able to sponsor the successful candidate for U.S. permanent residency, the ad must be placed in a national or international published print or electronic journal for a minimum of 30 days, e.g. The Chronicle of Higher Education. Every recruitment statement must include "The University of Georgia is an Equal Employment/Affirmative Action Institution" or its abbreviated version.
- Determine at this time if 3 external letters of recommendation are required at the time of application, or not. Typically, the screening process can occur with letters of reference. However, if required in the notice of vacancy, any candidate without all letters in our possession cannot be considered as completed application packages. Instead, you may ask for written letters to be submitted at the time of interviewing top candidates. Three letters and official transcript are required before hiring but not necessary at time of seeking applications.

Adopt Aggressive Affirmative Action Steps for Minority and Women Candidates

- All search committees will attend Faculty Search Committee Training offered by the Office of Faculty Affairs. Faculty can sign up for the training through the Professional Education Portal at https://provost.uga.edu/faculty-affairs/Faculty_and_Leadership_Development/Community_diversity_inclusion/faculty_search_committee_trainings/. Department staff support can also contact Mary Carney (Mary.Carney@uga.edu) to schedule search committee training. These workshops focus on best practices for recruitment and evaluation of candidates, and provide resources to support the search committee’s work.
Prepare Position Description – Follow UGA Affirmative Action Guidelines available online at https://eoo.uga.edu/. Include summary of the qualifications, position responsibilities and allocation of effort. Must obtain Dean’s approval of position description as a MS Word document before entering into UGAJobs.

- **Job Posting EEO/AA Tagline** – The following language must be included in the job posting: “The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ethnicity, age, genetic information, disability, gender identity, sexual orientation or protected veteran status. Persons needing accommodations or assistance with the accessibility of materials related to this search are encouraged to contact University HR (hrweb@uga.edu). Please do not contact the department or search committee with such requests.” In addition, FACS promotes inclusion of this statement: “The college welcomes applications and nominations of minorities and others who share our passion about and reflect our desire to support a culture of diversity and inclusion.”

Position Description Tips

- **Earned doctorate or ABD:** Earned doctorate means degree is completed at time of application. No candidates may be considered if terminal degree is still in progress. However, if you wish to consider ABD (all but dissertation) consider this language in the position description: *Minimum Qualifications:* Candidates must have an earned doctorate in <discipline> or a closely-related discipline, or be ABD with a terminal degree transcript on file no later than nine months from appointment date.

- **Earned doctorate vs. earned Ph.D.** If you require earned Ph.D. you may not consider Ed.D. or J.D. applicants. The earned doctorate is more inclusive if your position would be suited for Ed.D. and/or J.D. applicants.

- **MFA or similar master’s degree in lieu of terminal degree.** Faculty hires must have a doctorate degree. If this option is used, the instructions must be followed in Section III: Request for Exception prior to extending an offer. Exceptions can be handled in the advertisement and letter of offer in the following manner. Minimum Qualifications: M.S., M.A. or M.F.A. (potential language “with at least one additional credential in <discipline specific>. Preferred Qualifications: Earned doctorate in <discipline>. Candidates with a M.S. or M.A. degree must document exceptional accomplishments in <discipline> or related area and must be approved for a terminal degree exception before hire.”

- **Required Qualifications** followed by a separate list of **Preferred Qualifications** provides additional clarity for expectations of candidates at time of application.

- Any experience listed as a qualification must be quantified, e.g. two years of experience teaching preferred.

- If the position will require space outside your department or renovation of existing space, as soon as the faculty search is approved, work with Dean and FACS Facilities Manager to send a description of your space needs to the Facilities Management Division and the Office of the University Architects at FPAF@uga.edu and/or plan in advance for Major Repair and Rehabilitation (MRR) request.

Dean Approves Job Vacancy Announcement and Advertisement Plan

- The approved advertisement plan will be shared with the Department Office Manager and FACS Human Resources.
Department Initiates Position Description in UGAJobs
- The position cannot be posted until after the position description is approved.
- UGAJobs Information & Resources

Department Initiates Posting in UGAJobs
- Office of Faculty Affairs, Immigration Services (within Office of Global Engagement) and EOO will review and approve position posting online.
- UGAJobs Information & Resources

Prepare and Place Advertisement in Outlets that Support Your Recruitment Goals – The position will also be posted automatically on the Inside HigherEd, Insight into Diversity and Chronicle of Higher Education job boards.
- Requirement: Department must post job advertisement on FACS website under Job Opportunities.
- Department is responsible for posting position in at least one major national or international publication and any other locations.

Search Committee Screens Applicants on the basis of the desired skills and abilities, as described in the job description.
- Recommendation: The Search Committee should use the FACS Faculty Job Applicant Disposition Worksheet (https://www.fcs.uga.edu/docs/FACS_Faculty_Job_Applicant_Dispositions_FINAL_10.3.2019.xlsx) while reviewing applications and determining who will be interviewed. The completed worksheet with a Reason Code for each applicant is required to be provided by the Search Committee Chair to the Department Office Manager during the hire process (Section VI).

Search Committee Identifies a Pool of Candidates based on applicants’ strengths and weaknesses. Department Head writes a brief memo to Dean to Request to Interview summarizing why candidates are recommended for interviews.
- Dean approves candidates both first round and on-campus interviews.
- Search committees usually perform a first round of interviews by ZOOM conference calls to narrow down a longer list of potential candidates to only 3 to 4 individuals that may be invited for on-campus interviews.

Check References for On-Campus Interviewed Candidates
- Minimum of two committee members together conduct telephone reference checks with reference contacts provided by the candidate. Notes should be taken and shared with the search committee. Other references are contacted only if the candidate approves contacting individuals beyond listed references.

Interview Candidates – On-campus
- Search Committee plans interview schedule and develops questions to be asked of all candidates during interviews.
- On campus interviews must include 30 minutes on schedule for Dean to meet each candidate.
- Feedback on each on-campus interviewed candidate is collected through the Candidate Feedback Form or a direct conversation with the Dean. Completed candidate feedback forms are to be returned to the Assistant to the Dean. These forms should not be emailed. Qualtrics is recommended for this step to ensure confidentiality. After reviewing, the Dean may choose to share these with the search committee.
- Department obtains faculty vote(s) for acceptable/unacceptable, appointment, tenure, rank, and/or graduate program faculty status as applicable and provides memo to Dean with results of the vote(s).
- REQUIRED: Request 3 external letters of recommendation and official transcript for highest degree as part of the interview process to expedite faculty appointment package.
Department Head receives Dean Approval for selection of candidate to hire, salary, and other terms of offer

- Department Head provides memo to Dean with list of strengths and weaknesses developed by the Search Committee of all candidates interviewed on campus. Identify in memo any candidates not acceptable to offer position and rationale as to why.

- If requesting rank of assistant professor, credit towards promotion, and/or tenure eligibility, Department Head provides the following to the Dean to secure Provost approval prior to extending an offer:
  - Draft offer letter
  - Electronic copy of the candidate’s vitae
  - Brief justification for any special request (e.g. credit toward promotion and/or tenure)

- If requesting rank of associate or full professor, Department Head provides to the following to the Dean to secure Provost approval prior to extending an offer:
  - Draft offer letter
  - Cover Letter that includes a summary of teaching, research, and service accomplishments with justification for any special requests (e.g. tenure on appointment)
  - Electronic copy of Vitae
  - 3 Letters of recommendation

Spousal or Partner Employment Assistance, if needed

- Inquire if candidate requires spousal or partner accommodation. If so, work with Dean following UGA Dual Career Academic Hiring Policy 1.08-7 and EOO guidance https://provost.uga.edu/policies/academic-affairs-policy-manual/1-08-recruitment-of-faculty/ for faculty hire. If staff or other potential UGA employment assistance for spouses or partners, request the Dean to notify Human Resources to invoke Dual Career Assistance Program https://hr.uga.edu/supervisors/dual-career-assistance-program/

III. Request for Exception prior to extending an offer

All written requests for exception to BOR and/or UGA policy, or special tenure-related terms should be brought to the attention of the Dean and FACS Human Resources Coordinator to submit 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. Letter of Offer

(Questions? → Contact FACS Human Resources)

- Follow USG Policy 8.3.3.1 on Intrasystem Recruitment of principal administrators and faculty from other USG institutions, prior to offer of employment

- Department Drafts Letter of Offer or Part-Time Letter of Agreement – Use appropriate offer letter template from the Office of Faculty Affairs: https://provost.uga.edu/faculty-affairs/faculty-offer-letter-template/, 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.
- Department Head drafts offer letter and submits to Dean for approval.
Dean/FACS Faculty Affairs Liaison Forwards Draft Offer Letters to the Associate Provost for Faculty Affairs (weeksleo@uga.edu) for Preliminary Review (required for all tenure-track positions, tenure-on-appointment positions, and credit for prior years’ service). When an offer letter is subject to review and approval, the following documents should be submitted with the draft offer letter.

Assistant Professor offers and requests for credit towards promotion and/or tenure eligibility (i.e., credit for tenure-track or non-tenure-track positions)
1. Offer letter (and memorandum of understanding, if joint academic appointment)
2. Candidate CV
3. Brief justification, if letter includes any special requests (e.g., credit towards P&T)

All Associate Professor & Professor offers
1. Offer letter (and memorandum of understanding, if joint academic appointment)
2. Cover letter from department head and dean, including:
   a. Summary of teaching, research, and service accomplishments
   b. Justification for any special requests (e.g., tenure on appointment)
3. Candidate CV
4. Letters of recommendation

Receive Provost Approval (required for all tenure-track and tenure-on-appointment positions); submit final draft of offer to Associate Provost for Faculty Affairs for routing to the Provost.

Receive Public Service & Outreach Approval, if needed (required for all public service positions)
Follow instructions for appointment procedures: https://outreach.uga.edu/policies/appointment-and-promotion-guidelines/

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.)
   • Letter of Offer is jointly signed by Department Head and Dean.
   • If Office of Research provides start-up funds, the VP for Research also reviews and signs Letter of Offer.

Department reminds Candidate to Send Official Transcript of highest degree earned to UGA’s Office of Faculty Affairs. Encourage electronic submission from degree-granting Registrar’s Office to ofatranscripts@uga.edu.

V. Senior Administrator Should Determine if Candidate Needs Visa Sponsorship
(Questions? → Contact FACS Human Resources)

If visa sponsorship is required, the sponsoring department must contact the Office of Global Engagement 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://globalengagement.uga.edu/uga-departments

VI. Hiring Proposal in UGAJobs
(Questions? → See the Hiring Proposal Manual or Contact FACS Human Resources)
Hiring proposals must be received at Office of Faculty Affairs level in UGAJobs a minimum of 30 days prior to the employment start date.

In UGAJobs, Department enters reasons for not hiring any unsuccessful applicants. Instructions at Quick Guide: Applicant Management
   • Search Committee provides completed FACS Job Faculty Applicant Disposition Worksheet to the Department’s Office Manager. As the Applicant Manager on the posting, the Department’s Office Manager enters the required EOO information for each applicant into UGAJobs.
Department Moves Candidate to “Recommended for Hire” in UGAJobs – Follow instructions in

Department initiates Hiring Proposal in UGAJobs and attaches the following documents:
1. Current Vita
2. Signed Offer Letter

Department may also attach the following documents to the Hiring Proposal in UGAJobs, if applicable:
- Cover Letter from Department Head/Dean to Provost
- Applicable for Associate Professor and Professor ranks
- EOO Approval of Exception to Search Requirement
- Request for Salary Approval (RSA) Form
- Request for Supplemental Pay (RSP) Form
- Administrative Salary Supplement Agreement
- Presidential Hiring Initiative allocation of new position to the unit/college
- Supplemental start-up funds received by unit/college from OVPR or Provost

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)
2. Foreign Degrees: Notarized Translation/US Equivalency Certification (if applicable)

Department Submits Hiring Proposal to the Faculty Affairs Liaison in UGAJobs.

Department checks with candidate to ensure they have completed the electronic Background Investigation Consent Form.
- After the hiring proposal is at the Central HR level in UGAJobs, the candidate will receive an email from the UGA background check vendor, Accurate, to complete the online Background Investigation Consent Form.
- RECOMMENDATION: Department Office Manager email candidate to watch for email to complete Background Investigation Consent Form. If Background Investigation Consent form is not completed in 10 calendar days, this will cause a delay in hiring.

Department checks with candidate to ensure they have completed the electronic Background Investigation Consent Form.
- After the hiring proposal is at the Central HR level in UGAJobs, the candidate will receive an email from the UGA background check vendor, Accurate, to complete the online Background Investigation Consent Form.
- RECOMMENDATION: Department Office Manager emails candidate to watch for email to complete the Background Investigation Consent Form. If the Background Investigation Consent form is not completed in 10 calendar days, this will cause a delay in hiring.

A Background Investigation will be completed by University HR as part of the Hiring Proposal approval process. The Background Investigation must be completed prior to public announcement of new faculty hire and prior to hire.

Department Removes Job Advertisements Outside of UGAJobs
- After the background check has been approved, the department must remove the job posting from outlets outside of UGAJobs, e.g., The Chronicle of Higher Education and the FACS website.
If the hire includes a change in salary or supplemental pay (i.e., administrative stipend), the FACS Business & Finance Office will submit a Manager Self Service transaction after the hiring proposal is approved.

- Example: New hire will receive supplemental pay for also serving as a Program Director in addition to their other job duties.

VII. Onboarding
(Questions? → Contact FACS Human Resources)

- UGA Enterprise Information Technology Services (EITS) Generates 810/811 Number for New Employee
  - After the hiring proposal is approved, the new faculty member’s 810/811 number will be generated by EITS in Identity Management System (IDM) - typically within 3 business days. This occurs between EITS and University Human Resources; no action is needed from the College.

- FACS Human Resources will request the UGA MyID from EITS.
  - After the 810/811 number is generated in IDM, the UGA MyID will be requested by the FACS Human Resources from EITS; processing time is typically 2 business days to obtain MyID after the request has been submitted to EITS.
  - Once the UGA MyID has been created by EITS, the new employee will receive an email from EITS with their MyID and UGA email information.

- All newly-hired faculty must complete required paperwork in the UGA Onboarding/orientation system, including the I-9.
  - FACS Human Resources will arrange and hold an in-person Onboarding meeting with the new faculty member.
  - Faculty name is provided to FACS Associate Dean for Academic Programs for inclusion in college’s New Faculty Orientation held in August.
  - Consider new faculty within first three years of employment for New Faculty Tour sponsored by the Vice President for Public Service.

- FACS New Faculty Employee Checklist must be completed within the first 30 days
  (https://www.fcs.uga.edu/faculty_staff_resources/policies-and-procedures)
  - Once completed, FACS New Faculty Employee Checklist must be signed by supervisor and employee. Signed checklists need to be sent to FACS Human Resources for the employee’s personnel file.

H:\Resources\Hiring Documents\FACS Faculty Hire Process Checklist October 2022.docx