



College of Family and Consumer Sciences
UNIVERSITY OF GEORGIA

FACS Faculty Search & Hire Checklist
October 2023

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I. Budgetary Approval for Position

(Questions? → Contact the Dean)

Timeline: **August**

- ☐ Department completes and obtains Dean's signature on the [FACS Faculty Request to Fill Form](#).
 - Department ensures that a copy of the signed, approved form is provided to the department office manager, department business manager, Business Finance Office (BFO) Human Resources Team, and Chief Business Officer.
- ☐ Plan start-up funding needs and develop justification and corresponding spreadsheet to distribute start-up over two or more fiscal years and commitments by department and college. For requests from the Provost Office for start-up support, the Department Head will need to work directly with the Dean for a commitment before completing the Request to Fill form.
- ☐ 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: <https://outreach.uga.edu/promotions/>

II. Conduct Search

(Questions? → Contact FACS BFO Human Resources Team)

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 Liaison and you should direct questions to him.

IMPORTANT: If you believe exceptional circumstances justify a faculty hire without a search for a full-time position, please contact the [FACS BFO HR Team](#).

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 [EOO](#) 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 EOO approval. No search committee or outside advertisements are required for hires without a search.

EOO 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

Timeline: **August**

Secure Dean's written approval of members via DocuSign copying the [FACS BFO HR Team](#). College requires a minimum of one member be UGA faculty external to the College. Seek diverse representation on the committee. The Department Head/hiring authority 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)
- Email list of search committee members to Assistant to the Dean, facsd dean@uga.edu

☐ **Prepare Position Description/Position Announcement**

Timeline: August

It is the Department Head's responsibility as the hiring manager to develop and draft the position description. The Department Head prepares position description with input from approved search committee members. Must obtain Dean's approval of position description as a MS Word document before entering into UGAJobs via DocuSign.

Follow UGA Affirmative Action Guidelines available online at <https://eoo.uga.edu/>. Include summary of the qualifications, position responsibilities and allocation of effort.

☐ **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.

☐ **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 \(PEP\)](#). The training focuses on best practices for recruitment and evaluation of candidates, and provides resources to support the search committee's work.

☐ **Department Initiates Position Description in UGAJobs**

Timeline: September

- The position cannot be posted until after the position description is approved.
- [UGAJobs Information & Resources](#)

☐ **Department Initiates Posting in UGAJobs**

Timeline: September

- Office of Faculty Affairs, Immigration Services (within Office of Global Engagement) and EOO will review and approve position posting online.
- [UGAJobs Information & Resources](#)

□ **Search Committee Charge**

Timeline: September

The BFO HR representative will meet with the search committee and the hiring authority to give the charge before reviewing any applicants. Each member of the search committee must complete the mandatory training for hiring decision makers before reviewing applicants.

- The role of the search committee is to recruit high quality applicants, screen applicants based on qualifications of the position and the qualifications of the applicant, facilitate the interview process, and compile a list of strengths and weaknesses for each candidate for the hiring authority's review. The search committee is not asked to rank candidates.
- Hiring authority provides information to the Search Committee regarding expectations for ideal candidate for the position.
- All Search committee members are provided the following information:
 - [UGA EEO/Affirmative Action Policy for Faculty or Administrative Search/Screen Committees](#)
 - Interviewer Inquiry Guide
 - [Sample Advertising Plan](#)
 - [Recruiting/Advertising Resources](#)
 - [Candidate Comparison Form](#)
 - 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.

□ **Prepare and Place Advertisement in Outlets that Support Departmental Recruitment Goals –**

UGA faculty positions are automatically posted on *Inside HigherEd*, *Insight into Diversity*, and *Chronicle of Higher Education* job boards at no charge to the department.

- 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.
- Follow the College's [internal policy](#) regarding thresholds for advertising.

□ **Search Committee Screens Applicants**

Timeline: September-November

Screening should be on the basis of the desired skills and abilities, as described in the position description.

- Recommendation: The Search Committee should use the [FACS Faculty Job Applicant Disposition Worksheet](#) while reviewing applications.
- 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** **Timeline: October-November**
 Candidate pool based on applicants' strengths and weaknesses. Department Head writes a brief memo to the Dean via email to request to interview candidates summarizing why candidates are recommended for 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.
 - Search Chair meets with Department Head within a week of the last Zoom interview to summarize applicants' strengths and weaknesses.
 - Department Head meets with Dean to discuss candidates.
 - Dean approves candidates for on-campus interviews.

- ☐ **Check References for On-Campus Interviewed Candidates** **Timeline: November-December**
 - Prior to candidates' arrival on campus for in-person interviews, a minimum of two committee members working together conduct telephone reference checks with reference contacts provided by the candidate prior to the candidates' arrival to campus. 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** **Timeline: January-February**
 - Maximum of 4 candidates may attend on-campus interviews. Costs should follow College's [internal policy](#) for candidate recruitment.
 - 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 Department Head and the Dean.
 - Completed candidate feedback forms are to be returned to the Assistant to the Dean and should be kept confidential.
 - 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 final 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.
 - Coordinate with Dean and Chief Business Officer regarding salary or start-up changes from the Request to Fill approved form.

- ☐ **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 Business Finance Office 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

Timeline: March-April

(Questions? → Contact [FACS BFO Human Resources Team](#))

- ☐ **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** – 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 facshr@uga.edu for review.
 - Add [FACS Start-Up Funding Chart](#) to offer letter template in the Start-Up Funding section of the offer letter.
- ☐ **Department Head Send Draft Offer Letter to College Faculty Affairs Liaison** – The Faculty Affairs Liaison will obtain pre-approval from CBO and Dean.
- ☐ **FACS Faculty Affairs Liaison forwards draft offer letter to the Associate Provost for Faculty Affairs for preliminary review** (*required for all tenure-track positions, tenure-on-appointment positions, and credit for prior years' service*). A written offer may not be presented to the candidate until approval has been received from the College and Provost Office.
 - **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. At least three (3) external 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.
 - Return a copy of signed offer letter to [FACS BFO Human Resources Team](#):
- ☐ **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 BFO Human Resources Team](#))

- ☐ 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

Timeline: April-May

(Questions? → See the [Hiring Proposal Manual](#) or Contact [FACS BFO Human Resources Team](#))

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 *Managing Applicants Resource Manual*: <https://hr.uga.edu/resources/pdf/Manual-Faculty-Managing-Applicants.pdf>
- ☐ **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 FACS 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 emails 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.
- ☐ **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.
- ☐ **Hiring Proposal must be fully approved before the new employee may begin work.** Standard start date is 8/1 for academic contracts and 7/1 for fiscal contracts.

VII. Onboarding

(Questions? → Contact [BFO Human Resources Team](#))

- ☐ **UGA Enterprise Information Technology Services (EITS) Generates UGA Employee Number (810/811) 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.
 - Employee will also receive a USG employee number.
- ☐ All newly-hired faculty must **complete required paperwork in the UGA [Onboarding/orientation packet](#)**, including the I-9.
 - FACS BFO Human Resources Team 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**
 - [New Faculty Employee Checklist](#)
 - Once completed, FACS New Faculty Employee Checklist must be signed by supervisor and employee.
 - Signed checklists need to be sent to FACS BFO Human Resources Team for the employee's personnel file.