



College of Family and Consumer Sciences  
UNIVERSITY OF GEORGIA

FACULTY

FACS Faculty Search & Hire Process Checklist  
January 2020

I. Budgetary Approval for Position

(Questions? → Contact the Dean)

- Department completes and obtain Dean's signature on the FACS Request to Initiate Search and Recruitment for Departmental Faculty  
[https://www.fcs.uga.edu/docs/FACS Request to Initiate Search and Recruitment for Departmental Faculty.pdf](https://www.fcs.uga.edu/docs/FACS_Request_to_Initiate_Search_and_Recruitment_for_Departmental_Faculty.pdf)
  - Department ensures that a copy of the signed, approved form is provided to the department office manager, department business manager, FACS Human Resources Coordinator, and FACS Financial Director.
- 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., College and request from Office of the Vice President for Research (OVPR). OVPR requires the Research Investment Advisory Committee (RIAC) review a narrative and spreadsheet.
- 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/ovpps/appointment-checklists>

II. Conduct Search

(Questions? → Contact FACS Human Resources Coordinator)

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, Lynn Parham in the Dean's Office is the college's Office of Faculty Affairs Hiring Unit Liaison and you should direct questions to her.

**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 (EOO).

Part-time faculty hires at 75% time or less may be approved without a search. For part-time hires without a search, the department will contact 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** - 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)
  
- **Adopt Aggressive Affirmative Action Steps for Minority and Women Candidates**
  - RECOMMENDATION: Register at the [UGA Professional Educational Portal](#) or contact Mary Carney at [Mary.Carney@uga.edu](mailto:Mary.Carney@uga.edu) for 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 qualification, 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 Central HR (hrweb@uga.edu). Please do not contact the department or search committee with such requests.”* However, in FACS we promote the addition 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](mailto:FPAF@uga.edu) and/or plan in advance for Major Repair and Rehabilitation (MRR) request.
- Human Resources Coordinator gives charge to search committee and delivers EOO/Affirmative Action Briefing**
- Requirement: All Search committee members given a printed copy of UGA *EEO/Affirmative Action Policy for Faculty or Administrative Search/Screen Committees* [https://eoo.uga.edu/search\\_committee\\_guidelines](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.
- Dean Approves Job Vacancy Announcement and Advertisement Plan**
- The approved advertisement plan should be shared with the Department Office Manager and FACS Human Resources Coordinator.
- 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 and Chronicle of Higher Education websites.
- 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\\_FINA\\_L\\_10.3.2019.xlsx](https://www.fcs.uga.edu/docs/FACS_Faculty_Job_Applicant_Dispositions_FINA_L_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 on-campus interviews.
  - Dean approves candidates for campus interviews.
  - Recommendation: 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.
  
- **Interview Applicants – 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.
  - Completed candidate feedback forms are to be returned to the Assistant to the Dean.
  - REQUIRED: Request 3 *external letters of recommendation* and *official transcript for highest degree* as part of the interview process to expedite faculty appointment package.
  
- **Check references**
  - Minimum of two committee members together conduct telephone reference checks with individuals that wrote letters of reference. Other individuals are contacted only if the candidate approves contacting individuals beyond listed references.
  
- **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 of all candidates interviewed on campus. Identify in memo any candidates not acceptable to offer position and rationale as to why.
  
- **Recommend Candidate(s)**
  - Department obtains faculty vote(s) for appointment, tenure, rank, and/or graduate program faculty status as applicable.
  - Department provides memo to Dean with results of the vote(s).
  - 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
- 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 Coordinator)*

- 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 Forwards Draft Offer Letters to the Associate Provost for Faculty Affairs ([covert@uga.edu](mailto:covert@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 OVPR 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](mailto:ofatranscripts@uga.edu).

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

(Questions? → Contact FACS Human Resources Coordinator)

- 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 HR Coordinator)

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](mailto: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.
- A Background Investigation** will be completed by 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 Coordinator)*

- 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 Central Human Resources; no action is needed from the College.

- FACS Human Resources Coordinator 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 Coordinator 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 Coordinator will arrange and hold an in-person Onboarding meeting to complete the I-9 Form with the new faculty member within their first three days of employment.
  - 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](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 the FACS Human Resources Coordinator for the employee's personnel file.