

Subject: Board of Regents' Policy Manual Changes for Faculty Approvals

From: Admin Memos <admmemo@UGA.EDU>

Date: Fri, 23 Mar 2007 11:44:13 -0400

To: ADMIN-MEMOS@LISTSERV.UGA.EDU

MEMORANDUM

March 23, 2007

TO: All UGA Administrators

FROM: Jayne L. Smith, Director of Faculty Affairs

SUBJECT: Board of Regents' Policy Manual Changes for Faculty Approvals

In February 2007, the Board of Regents' made substantive changes to their Policy Manual in regards to approval requirements for faculty actions. Effective immediately, Presidents have the final approval authority for faculty appointments, promotion, and educational/professional leave of absence requests. As of March 2007, the required approvals for faculty actions are as follows:

PRESIDENT/CAMPUS APPROVAL REQUIRED:

- Major Administrative Appointments
- Full-Time Appointments
- Temporary Appointments
- Part-Time Appointments
- Adjunct Appointments
- Emeritus Appointments
- Mid-Year Salary Increases Up to 10%
- Promotions (processed annually)
- Status Changes
- Educational/Professional Leaves of Absence (over 1 yr requires Chancellor's approval)

BOARD OF REGENTS' APPROVAL REQUIRED:

- Part-Time Retirees (faculty & staff)
- Mid-Year Salary Increases Over 10%
- Requests for Prior Credit towards Tenure Probationary Period
- Tenure on Appointment
- Award of Tenure (processed annually)
- Establishment of Special Faculty Positions (chairs/professorships)
- Special Appointments (endowed chairs/professorships)

DEADLINES FOR PROCESSING: Documentation and requests for the faculty actions listed above should continue to be routed through the Office of Faculty Affairs, 202 Franklin House, Campus Mail, for approval and processing. Items that now require President's approval as the final action will continue to be processed by the Office of Faculty Affairs and submitted to the Board of Regents' Human Resources Data Mart on the same schedule as items that require Board of Regents' approval. During months when the Board of Regents' will not meet, the Office of Faculty Affairs will process items requiring campus approval as complete documentation is received.

The Board of Regents' Agenda deadlines and BOR/UGA monthly approval reports are available on the Office of Faculty Affairs website at <http://www.uga.edu/provost/facaffairs.htm>.