

OFFICE OF FACULTY AFFAIRS
Business Affairs Advisory Forum
March 29, 2006

Budget Development

Part-time and Temporary Faculty

- Will not be allowed in budget development by name because the appointments require board approval prior to being placed in budget.
- To place in the budget, set-up a vacant position. After budget approval, process personnel report with this position number.

Faculty Promotions

- Ensure the new title of all promoted faculty are included in the budget.
- Budget Office will provide each school and college a list of the updated position numbers for tenure-track and tenured faculty
- Faculty Employment Contracts are run from the information in the budget system (not FIRST), so changing the position titles during budget development removes the need to process a personnel report to make the update.

Reappointment of Temporary and Part-Time Faculty

- UGA policy on temporary (100% time) faculty only allows for reappointment up to 3 years.
- Any extension of the time limit for temporary faculty must be approved prior to the reappointment. The letter of request should be routed through OFA.
- Personnel report, EEO approval letter and FIRST record are the only requirements for OFA processing.
- To expedite the process for board approval and personnel processing, you can send OFA the EEO approval letter and FIRST record for all reappointments prior to the FY2007 budget being released. We will hold on file until the personnel report is received and then place on the board agenda.
- EEO approval - Note that you can request EEO approval to reappoint temporary and part-time faculty for up to 3 years at a time. FIRST has a new field for OFA input of these EEO approval dates.

New Regular Faculty with Summer Pre-Contract

- Only one appointment package required for summer pre-contract and regular, full-time appointment.
- New Appointment Form: List fall academic appointment date. Include the summer employment dates under the fall effective date.
- Summer annual salary rate must be a maximum of 1.5% less than fall salary.
- Since a personnel report is not an option for summer payroll, include a statement in the package listing the summer appointment dates, summer annual salary rate, percent time employed, and EFT.
- The summer pre-contract must be placed on the board agenda as a part-time appointment. OFA will hold the appointment package and resubmit the fall regular/full-time appointment on the following month's board agenda or as soon as we receive the personnel report.

A few reminders:

- *Part-Time Retirees* – Since these requests do not require a personnel report or other budget documentation, we can process now for next fiscal year. Regardless of the exact dates you expect to employ a retiree, you can request permission to rehire for the entire fiscal year for 49.9% time. This will reduce the number of requests that need to be processed.
- *Special Professorships/Chairs* – The establishment of the professorship or chair must be administratively approved by BOR prior to recruitment and appointment. The appointment of a faculty member for a special professorship or chair must also be administratively approved by BOR prior to the appointment being processed and placed on the board agenda. Contact OFA if you need to establish a special professorship or chair or have questions about a special appointment.
- *Tenure on Appointment* must be administratively approved by BOR prior to the appointment being processed and placed on the board agenda. BOR policy requires that faculty be tenured at another institution, so please include the tenure date in the letter of request. Exceptions will be considered if strong justification is provided in the letter of request. See OFA website, faculty procedures memo, or contact OFA if you have any questions about these procedures.
- *Upcoming OFA Deadlines for Board Agenda:*
 - Wednesday, April 19, 2006 for May 17, 2006 BOR Meeting
 - Friday, May 12, 2006 for June 7, 2006 BOR Meeting
 - BOR does not meet in July or December

Office of Faculty Affairs
202 Franklin House
706-542-0547 / FAX 706-583-0632
<http://www.uga.edu/provost/facaffairs.htm>