



The University of Georgia

Senior Vice President for Academic Affairs & Provost
Office of Faculty Affairs

June 16, 2008

TO: UGA Administrators
FROM: Jayne L. Smith, Director of Faculty Affairs
RE: Faculty Appointment Procedures

Over the past year, the Board of Regents' has updated their policy manual in regards to faculty appointment processing and approvals requirements. To assist in the processing of faculty appointment procedures, we are providing information to clarify requirements and to ensure continued consistency with University of Georgia and Board of Regents policies and procedures. A copy of Office of Faculty Affairs checklists are attached for new, emeritus, and adjunct faculty appointments, as well as checklists for UGA/USG part-time retirees (faculty & staff), faculty professional leaves of absence, establishment of endowed chairs/professorships and appointment to endowed chairs/professorships. Note that these checklists only include documents required by the Office of Faculty Affairs and do not include requirements for other UGA offices such as Human Resources, Budget Review, Graduate School, etc. In addition, faculty appointment procedures are available online in the Academic Affairs Policy Manual at <http://www.uga.edu/provost/polpro.htm>.

Faculty Appointment Form: All faculty appointments must include the one-page faculty appointment form. For new faculty appointments, the faculty appointment form can be generated via FIRST. For all other faculty appointments, the UGA Faculty Appointment Form, available from the Office of Faculty Affairs website at http://www.busfin.uga.edu/forms/faculty_appointment.pdf must be used. Please remember that the appointment form must include all required signatures prior to forwarding to the Office of Faculty Affairs for Provost/President review and approval (*Note that VP for Public Service & Outreach approval/signature required for all public service faculty appointments, VP for Research approval/signature required for all research scientist appointments*).

Cover letter from Dean/VP to SVPAA & Provost: The cover letter should document the candidate's qualifications for appointment as clearly as possible. As applicable, the cover letter should include the candidate's background, achievements, assessment of stature, search procedures, and faculty vote. The cover letter should also clearly note any request for exception, along with justification, to BOR and/or UGA policy (e.g. candidate does not hold highest degree earned per policy for the respective faculty rank). Although a cover letter outlining the terms of appointment from the Dean/VP is preferred, the Dean may also sign the Department Head's cover letter. In cases where probationary credit toward tenure or immediate tenure are requested, please note the following:

- If probationary credit towards tenure is requested, clearly state the number of years requested (maximum of 3), corresponding position and years of service, and institution where the candidate served in a tenure track position (cannot be less than the number of years requested). All probationary credit towards tenure must be requested at the time of appointment and must be approved by the Provost/President.

- If Tenure upon appointment is requested, clearly state that the candidate was previously awarded tenure, the corresponding institution, and the departmental vote for tenure on appointment. Any exceptions to the UGA/BOR policies for tenure on appointment should clearly state that an exception is being requested and must include strong justification for awarding tenure. All requests for tenure upon appointment must be approved by the President/Provost.

Letter of Offer: The letter of offer should follow the *UGA Faculty Letter of Offer Template* available online at <http://www.uga.edu/provost/facofferltr.htm>.

Equal Opportunity Office Letter --or-- Affirmative Action Checklist/USG Applicant

Clearinghouse Form: If no search was conducted, an Equal Opportunity Office letter approving the appointment without a search is required. If a search was conducted, the Affirmative Action Checklist and USG Applicant Clearinghouse form are required.

Official Transcript: The final official transcript from the degree granting institution is required for the highest degree earned. If the official transcript listing the degree, discipline, and award date is not available at the time of appointment (e.g., candidate recently received degree), please submit a document from the degree granting institution certifying that all requirements for the degree have been met and the date the degree was or will be awarded. The official transcript must be forwarded to the Office of Faculty Affairs as soon as available.

For candidates earning their highest degree from a foreign institution, the transcript must be accompanied by a notarized translation (if not in English) and certification of U.S. Degree Equivalency, preferably from a recognized credentialing agency (see <http://www.uga.edu/provost/fe11605.pdf>). U.S. degree equivalency will also be accepted from a UGA faculty member, preferably an academic dean or department head, who is an expert in the candidate's academic discipline using the below letter template:

I certify that the degree documentation submitted to the UGA Office of Faculty Affairs for faculty candidate's name from foreign institution name, city, country awarding the degree /level in discipline/major on date granted is reliable and that the institution has standards similar to those of an accredited institution of higher education in the U.S. I have reviewed this degree documentation and certify that the degree is equivalent to a degree /level in discipline/major in the U.S.

Signed,

UGA Faculty Member/Discipline Expert Name, List of Academic Credentials
List other credentials/positions held appropriate for this expert review

External Letters of Recommendation: Obtain at least three letters of recommendation from external authorities who can provide a critical, detailed evaluation of the candidate's work as related to the faculty appointment. Any request for exception to this requirement must be noted in the Dean/VP cover letter, along with justification for the exception request, and requires Provost's approval.

Personnel Report or Other Official Budget Documentation: The Board of Regents requires budget documentation for all faculty appointments. The information submitted in *FIRST* must be consistent with information entered on all personnel and budget documents to ensure the integrity of faculty data that is transmitted through UGA and USG databases and submitted to the Board of Regents' Human Resources Data Mart.

Complete Appointment Packages/*FIRST* Record: The complete appointment package and *FIRST* electronic record must be received in the Office of Faculty Affairs before the appointment can be processed. We ask that your office review each appointment package to ensure that only complete appointment packages are submitted to the Office of Faculty Affairs. To assist in this effort, upon our initial review of the appointment package, we will notify your administrative office of any missing items and/or return the package to be submitted when complete.

cc: Dr. Arnett Mace, Senior Vice President for Academic Affairs and Provost

Office of Faculty Affairs Checklists

University of Georgia Approval Items

Faculty Appointments:

- ___ New Appointment Form (1-pg form with appropriate signatures, OFA obtains Provost's approval)
- ___ Cover Letter from Dean/VP to Provost
- ___ Letter of Offer
- ___ Affirmative Action Check List (if search) or EOO approval for hire letter (if no search)
- ___ Applicant Clearinghouse Position Vacancy Announcement (if search)
- ___ Official Transcript for Highest Degree
- ___ Foreign Degrees: Translation/US Equivalency Certification
- ___ Vita
- ___ Three External Letters of Recommendation
- ___ Personnel Report/Budget Documentation
- ___ *FIRST* Electronic Record (new faculty only, submit to OFA Rec Admin consistent with appt pkg)

Adjunct Faculty Appointments:

- ___ New Appointment Form (1-pg form with appropriate signatures, OFA obtains Provost's approval)
- ___ Cover Letter from Dean/VP to Provost
- ___ Official transcript for Highest Degree
- ___ Foreign Degrees: Translation/US Equivalency Certification
- ___ Vita
- ___ Three External Letters of Recommendation
- ___ *FIRST* Electronic Record (new faculty only, submit to OFA Rec Admin consistent with appt pkg)
- ___ Personnel Report for Adjunct Appointment (Remark=List appt end date -or- State no appt end date)

Emeritus Faculty Appointments:

- ___ Cover Letter from Dean/VP to SVCAA
- ___ Cover Letter from Dept Head (as applicable)
- ___ Emeritus Form
- ___ Vita

Faculty Professional Leave of Absence (*beyond 1 yr requires BOR Chancellor's approval*):

- ___ Professional Leave of Absence Form (5-part form available from COS)
- ___ Cover Letter from Dean/VP
- ___ Cover Letter from Dept Head (as applicable)
- ___ Letter of request from faculty member
- ___ Vita
- ___ Supporting Documentation from awarding institution/agency (as applicable)

Board of Regents' Approval Items

Faculty & Staff Retiree/Rehires:

- ___ Request to Hire Retired UGA/USG Retiree Form (w/signatures, OFA obtains Provost's approval)
- ___ If BOR agenda deadline missed, cover letter to BOR with justification for exception request

Establishment/Upgrade of Endowed Chairs/Professorships (*BOR approval req'd prior to faculty appt*):

- ___ Review: <http://www.uga.edu/archfoundation/Establishing%20a%20Chair%20or%20Prof.pdf>
- ___ Dean/VP Letter of Request to Provost (following above procedures, Item 3-Letter Template)
- ___ Copy of Fully Executed Fund Agreement
- ___ Current Copy of Fund Account Statement

Faculty Appointment to Endowed Chair/Professorship:

- ___ Complete Appointment Package (if new faculty appointment)
- ___ Cover ltr from Dean/VP including search procedures, candidate's credentials, appt date, salary and faculty vote (as applicable per approved Fund Trust Agreement)
- ___ Current Copy of Fund Account Statement
- ___ Vita
- ___ Personnel Report (placing faculty member in the endowed position)