



Hiring steps for Faculty

This paperwork must be turned into the Business Office 45 days before start date
ONLY COMPLETE PACKAGES WILL BE ACCEPTED IN THE BUSINESS OFFICE

Faculty Appointment Policies, Procedures and Checklists:

http://provost.uga.edu/documents/Faculty_Appointment_Memo.pdf

UGA Faculty Hire Process Checklist:

http://provost.uga.edu/documents/faculty_hire_process_checklist.pdf

_____ Request to fill form approved by the Department Head then given to Beverly
http://www.busfin.uga.edu/forms/request_to_fill_position.pdf
(Once this form is approved it should be returned to Jessica Hart–Fax# 542-5357)

_____ Entry in the First System <https://www.first.uga.edu/MyIDLogin.aspx> and Offer Letter
(Faculty Offer Letter Template <http://provost.uga.edu/index.php/faculty-affairs/faculty-offer-ltr-template/>) Please include Acceptance Letter in package.

_____ If Public Service Faculty:

<http://outreach.uga.edu/policies/appointment-and-promotion-guidelines/>

Appointment Checklist:

<http://outreach.uga.edu/policies/appointment-checklists/>

Appointment Guideline:

<http://outreach.uga.edu/policies/appointment-checklists/>

_____ If Graduate Faculty <http://www.grad.uga.edu/faculty/procedures.html>

University of Georgia faculty ranks:

http://provost.uga.edu/documents/Faculty_Ranks_and_Appt_Status_Categories.pdf

Once you have found, offered and they have accepted you need to do the following:

_____ Background check http://www.busfin.uga.edu/forms/bi_consent.pdf
(Departmental Contact Name should be Jessica Hart jchart@uga.edu or 542-2147)

This has to be completed and approved by HR before candidate may start

_____ [General Information Form](#)

**** Jessica Hart is a Notary Public