



Hiring steps for Part-Time 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

Please use this checklist only if this is a new Part-Time Hire that has never worked here before

- ___ Request to fill form approved by the Department Head
http://www.busfin.uga.edu/forms/request_to_fill_position.pdf
*Upon approval form should be returned to Jessica Hart Fax #542-5357)
- ___ Letter from EOO requesting permission to hire
*Include in your letter the percent of time they will be teaching, etc.
- ___ Checklist from Faculty Affairs:
http://provost.uga.edu/documents/faculty_hire_process_checklist.pdf

This includes entry in the First System <https://www.first.uga.edu/MyIDLogin.aspx>

Offer Letter (Faculty Offer Letter Template)

<http://provost.uga.edu/index.php/faculty-affairs/faculty-offer-letter-template>

Please include Acceptance Letter in package.

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 office #542-2147)
This has to be completed and approved by HR before the person can start working

- ___ [New Employee General Information Form](#) with Offer and Acceptance Letter

**** Jessica Hart is a Notary Public