

**Crop and Soil Sciences**  
**Faculty Appointment Guidelines**  
 Last Updated: 23 August 2007

POSITION: \_\_\_\_\_

All faculty positions revert to contingency upon becoming vacant for any reason

1. DH Meet with appropriate Assoc. Deans and Assist. Deans of Griffin or Tifton campus as applicable, to discuss position responsibilities and resources.

Name	Appt. Scheduled	Date
Assoc. Dean - Instruct.		
Assoc. Dean - Extension		
Assoc. Dean - Research		
Assist Dean (Tifton/Griffin)		
Dean		

3. DH selects and contacts potential search and screening committee members to draft position description and justification

Name	Contacted	Accepted

4. DH committee chair meet and review SOP; prepare a draft position announcement.
5. Memo to Committee, thanking them for serving, set date to meet and charge committee  
 Memo completed \_\_\_\_\_ Charged \_\_\_\_\_

Chair will work with committee to finalize the position announcement.

6. DH submits the *Request to Fill a Position (RFP)* along with justification letter and proposed position announcement to Director, CAES Human Resources for review. Approval path is as follows: Director, CAES Business Office, Associate Deans, Dean, Provost. Requests to hire faculty at either Griffin or Tifton should be forwarded to the appropriate Assistant Dean for approval prior to submission to CAES Human Resources.

NOTE: At the same time as submitting the RFP for approval, CAES Office of Human Resources should be instructed to forward the draft position description to EEO and Affirmative Action Office for approval and posting with Applicant Clearinghouse. Committee is notified of approval and is now authorized to distribute. Applicant Clearing House will send form through Dean to Chair Position Vacancy Announcement.

7. Negotiate start up package with appropriate associate dean.
8. E-mail faculty and staff and establish webpage.
9. Position Announcement is distributed by Search and Screening Committee Chair to all appropriate institutions, agencies, media and other organizations. ALL information is posted to departmental web page.

NOTE: The search process must be highly proactive with regard to the quality of candidates, diversity, and availability.

Position announcement should include: job description, deadline for submitting applications, and request that package be sent to Committee Chair via e-mail. Information applicant is required to send is:

1. Letter of Application
2. Curriculum Vitae
3. Transcripts
4. Four letters of reference

10. Chair sends to each committee member and DH's Administrative Specialist a copy of each application package submitted and schedules a committee meeting to review applications. All candidate CV's are posted to Document Management System and faculty notified.
11. Search and Screening Committee reviews all applications and selects the top candidates (e.g., 3 or 4).
12. Chair forwards to DH names of selected candidates along with a copy of each candidate's Vita and meets with DH to discuss selection process and decisions.

### **Interview Process:**

1. Committee Chair contacts each candidate and schedules dates for interview. A member of committee must accompany candidate to interviews, provide proper introductions and be available during the interviews. Thirty minutes should be allowed for each interview unless otherwise requested by candidate or interviewer.

Included in the interview:

- a. Seminar by candidate - (GSAMS, originating in Athens to Griffin and Tifton Campuses - ALL SEMINARS TO BE TAPED)
- b. Interview with Department Head
- c. Meeting with faculty
- d. Interviews with Dean and Associate Deans  
(NOTE: Assistant Professor candidates do not meet with administration beyond this point)
- e. Meeting with Dean of Graduate School (for Associate Professor and Professor candidates only)
- f. Vita and reference letters for each candidate are posted to the document management system and faculty notified
- g. Each candidate will visit at least 2 locations. The interviewee will always visit Athens to ensure college administrator involvement. If the position is Athens-based, the search and screen committee will recommend which other location should be visited.

DOCUMENTS SUBMITTED TO ADMINISTRATORS PRIOR TO INTERVIEW:

- a. Interview schedule
  - b. Vita and recommendation letters
  - c. Approval to Create/Fill a Faculty Position
  - d. Approval to interview for a faculty position
2. After completion of interviews, Chair will request input from faculty.
  3. Search and Screen committee will meet to discuss candidates (acceptable vs. unacceptable)
  4. Chair meets with DH to discuss candidates.
  5. DH calls for a vote of the faculty as per page 25 in Red Book.
  6. DH meets with Dean to discuss faculty's selection and start up funds.
  7. DH submits Approval to Hire for a Faculty Position, his recommendation/justification letter, draft letter of offer (must include salary, rank, location, tenure status, EFT allocation and start-up package) to Associate Dean having the largest percentage of assignment.
  8. Upon approval by the Associate Deans and Dean, DH submits letter of offer to candidate.

9. Upon acceptance of offer, DH puts together appointment package which includes:  
APPOINTMENT PAPERS:

At the time of hire, Department Head MUST write a letter to Dean, Graduate School requesting Graduate Status (attach vita)

Check List

- \_\_\_\_\_ Appointment Request Form for Faculty Position
- \_\_\_\_\_ Personnel Report
- \_\_\_\_\_ Cover Letter from Dean's Office to Senior Vice President for Academic Affairs
- \_\_\_\_\_ Letter of Offer

***All letters of offer will need to indicate the following:***

- Total Startup Package: \_\_\_\_\_
- Department Commitment: \_\_\_\_\_
- College Commitment: \_\_\_\_\_
- OVPR Commitment: \_\_\_\_\_

The letter must have lines for the Dean's signature, Dr. David Lee's signature, and the candidate's signature. Original letters signed by the Unit Head should be forwarded to this office for approval; we will then forward to the OVPR. Dr. Angle's signature will signify his concurrence with the offer and Dr. Lee's will signify approval of the startup package.

- \_\_\_\_\_ Affirmative Action Check List or Letter from Equal Employment Opportunity Office (it is the responsibility of the chair of the search committee to submit to the unit administrator the Affirmative Action Check List)
- \_\_\_\_\_ Applicant Clearinghouse Position Vacancy Announcement
- \_\_\_\_\_ Alien Letter (if applicable)
- \_\_\_\_\_ Original transcripts with raised seal
- \_\_\_\_\_ Vita
- \_\_\_\_\_ Three to Five Letters of Recommendation
- \_\_\_\_\_ Letter from Dean to Senior Vice President for Academic Affairs for Professor or Associate Professor Appointments
- \_\_\_\_\_ Letter from Graduate School Dean to Senior Vice President for Academic Affairs for Graduate Faculty Status

\_\_\_\_\_ Patent Agreement

\_\_\_\_\_ Security Questionnaire, Loyalty Oath, I-9, W-4

New faculty member is provided the link to UGA Human Resources online orientation. He is responsible for submitting necessary paperwork regarding retirement, insurance, etc. directly to Human Resources.

8. Thank you letters to committee member, applicants, and interviewees.
9. E-mail College faculty notifying them of new hire.

#### EVALUATION OF PROCESS:

1. Forward to each faculty member Faculty Search and Screening evaluation form.
2. Schedule GSAMS meeting of all faculty to get feedback on process