

GEORGIA STATE UNIVERSITY

FULL-TIME, LIMITED TERM FACULTY HIRING PROCEDURES

Obtaining Approval to Search

- Units are not required to advertise for part-time and/or limited term hires, but are not prohibited from doing so.
- Full-time faculty who are not hired through a competitive search will be given a “term” appointment for one academic or fiscal year, and may be reappointed for one (1) additional year, not to exceed a total duration of 2 years. This will be referred to as a ‘Limited Term’ appointment.

Obtaining Approval to Hire

1. Once a final candidate has been selected and the unit is ready to seek approval to make an official offer, the following will be completed, scanned, and emailed to OFA:
 - * Faculty Hire Form ([Appendix D](#))
 - * Copy of the final draft of the offer letter*
 - * Dean’s Recommendation (or endorsement)
 - * Chair’s Recommendation (if applicable)
 - * Search Committee Report (if applicable)
 - * Final Candidate CV
 - * Other supporting documents (if applicable)
2. Completed forms are routed to OFA, who processes them and seeks Provost approval for the hire.
3. Once approved, OFA will scan and email a copy of the approved hiring packet to the Unit Faculty Hiring Coordinator (UFHC).

Final Employment Processing

4. Following approval of the recommended applicant by the Provost, the official offer will be extended. Once the candidate has accepted, the UFHC will submit an approval request through the Georgia State Managed Faculty Events (MFE) system in ADP. The following will then be sent to OFA:
 - * A copy of the MFE report
 - * The candidate’s official transcript for their highest earned degree
 - * A foreign credential evaluation (if the degree is from a non-US institution)
 - * A copy of the signed offer letter or acceptance letter (if available)
 - * Additional justifications (if applicable)
5. In conjunction with this submission, the UFHC will initiate an electronic Personnel Action Form (ePAF).
6. Once the transaction has been approved in MFE, OFA will send a copy of the approved transaction to the UFHC, copying the appropriate Banner records coordinator. A copy of the transaction will also be sent to GSU Payroll and will be connected with the ePAF at that time.

OFA POINTS OF PROCEDURE

- All documents should be scanned and emailed to OFA with the exceptions of official transcript and foreign credential evaluations. Hard copies can be sent, but risk being delayed due to travel times and lack of accurate tracking mechanisms.
- Documents should only be sent through one channel for each transaction. Do not send hard copies after emailing a scanned version and vice versa (with the degree transcript being the lone exception).
- All questions about this procedure should be directed to the Office of Faculty Affairs. If you aren’t sure, please ask!

Questions, comments, and concerns should be directed to:

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