

GEORGIA STATE UNIVERSITY

ADMINISTRATIVE APPOINTMENT PROCEDURES

When a current GSU faculty member is selected for appointment as Chair/Director, Assistant Dean, or Associate Dean, the unit faculty hiring coordinator should follow the procedures below to finalize the appointment.

Obtaining Approval to Search

- No prior approval is needed if the search is internal to the university. If a college plans to conduct an external search for the position must they follow the [regular faculty hiring procedures](#) to obtain approval to search and interview.

Obtaining Approval to Appoint

1. Once a candidate has been selected, the following will be completed, scanned, and emailed to OFA by the Unit Faculty Hiring Coordinator (UFHC):
 - * Faculty Hire Form ([Appendix D](#)).
 - * Memorandum to the Provost with a brief justification for appointment and anticipated job duties.
 - * Up-to-date Curriculum Vitae (CV)
2. Once approved by the Provost, OFA will scan and email a copy of the approved appointment paperwork back to the UFHC.

Final Employment Processing

3. Following approval by the Provost, the appointment is official. The UFHC will follow normal GSU faculty hiring procedures to change any title or salary.

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 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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