

# GEORGIA STATE UNIVERSITY

## FULL-TIME, REGULAR FACULTY HIRING PROCEDURES

### Obtaining Approval to Search

1. When a dean and/or department chair determines the need for a new or replacement faculty appointment following consultation and budgetary analysis within the college, the following will be completed:
  - \* Faculty Vacancy Form ([Appendix A](#))
  - \* Search Committee Membership Form ([Appendix B](#))
  - \* Copy of the position advertisement
2. The Unit Faculty Hiring Coordinator (UFHC) will coordinate the processing of these documents within the college\* and will scan and email to the Office of Faculty Affairs (OFA) to seek Provost approval.
3. When OFA receives the search documents, a log number will be assigned and recorded on each form. The packet is then processed and routed for Provost approval.
4. Once approved, OFA will scan and email a copy of the approved Faculty Vacancy Packet to the UFHC and will copy ODDEP. ODDEP, after receiving a word document of the ad text from the UFHC, will then forward the approved vacancy to the USG Applicant Clearinghouse for posting.
5. When applications are received by the unit, the UFHC will send a link (<http://odaa.gsu.edu/resources/forms/confidential-applicant-flow-information-survey/>) to each of the applicants, along with the assigned log number (required for submission), for the candidates to self-identify their demographic information to the Office of Opportunity Development & Diversity Education Planning (ODDEP).

***\*This includes all college-level hiring units. Units without a college designation at this time are the Andrew Young School of Policy Studies, the Byrdine F. Lewis College of Nursing, the School of Public Health, and the Institute for Biomedical Sciences)***

### Obtaining Approval to Interview

6. When applications have been received and reviewed by the unit, and an interview pool identified, the UFHC will prepare the following:
  - \* Applicant Pool Checklist ([Appendix C](#))
  - \* CV for each candidate selected to be interviewed
  - \* Copy of published ad
7. The forms will be completed in consultation between the UFHC, the search committee, the Dean/Chair and with demographic candidate pool data (see #5) obtained from ODDEP.
8. Completed forms are scanned and emailed to ODDEP for processing and approval.
9. Once approved, ODDEP will scan and email a copy of the approved Applicant Pool Checklist to the UFHC and will copy OFA.

### Obtaining Approval to Hire

10. If the unit is requesting this hire as a tenure on appointment, the UFHC need will follow the procedural guidelines for requesting a tenure on appointment hire, which differ from the regular, full-time hiring request. The tenure on appointment procedures can be found here: <http://faculty.gsu.edu/policies-procedures-resources/>

11. 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
- \* At least 3 professional reference letters specific to the advertised position
- \* Other supporting documents (if applicable)

***\*If an offer is declined and the unit wishes to recommend an alternate candidate from the same approved recruiting pool, they would resubmit documents a-g (above) under the same log number.***

12. Completed forms are routed to OFA, who processes them and seeks final Provost approval for the hire.

13. Once approved, OFA will scan and email a copy of the approved Faculty Hiring Packet to the UFHC and to ODDEP.

### **Final Employment Processing**

14. Following approval of the recommended applicant by the Provost, the official offer will be extended. Once the candidate has accepted, the UFHC will create the employee record in ADP. The following will then be sent to OFA:

- \* 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)

15. To complete the hiring action, the UFHC will initiate an electronic Personnel Action Form (ePAF). The ePAF will be routed to OFA for final approval and submission to HR/Payroll.

16. Once the ePAF has been approved, OFA will notify the UFHC that the action has been sent to HR/Payroll.

## **OFA POINTS OF PROCEDURE**

- All documents should be scanned and emailed to the Faculty Affairs intake email ([facultyaffairs@gsu.edu](mailto:facultyaffairs@gsu.edu)) 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:

Reid Tankersley  
Assistant Director for Faculty HR  
404.413.2571  
[tankersley@gsu.edu](mailto:tankersley@gsu.edu)