

From: UGA Administrative Memos <adminmem@UGA.EDU>

Sent: Wednesday, November 8, 2023 9:30 AM

To: ADMNDIRECTORS-L@LISTSERV.UGA.EDU

Subject: USG Training Review

TO: Vice Presidents, Deans, Directors, and Department Heads

FROM: Juanita W. Hicks, Senior Associate Vice President and Chief Human Resources Officer

RE: USG Training Review

The University System of Georgia (USG) has directed all institutions to complete a comprehensive review of all voluntary and mandatory training materials to ensure compliance with all Board of Regents, UGA, federal and state policies and procedures relevant to the perspective unit.

This review is intended to include all faculty and staff training material content delivered online or in person, instructor and self-led, or provided by a third-party vendor. For all offerings, we will capture participation rates and cost to administer such training. For this review, student and graduate employee training is included. Excluded content includes academic course-related materials and on-the-job, person-to-person training.

In addition to the comprehensive review, University Human Resources will focus on reviewing the following policies and practices in partnership with unit level HR liaisons:

- Revision to Board of Regents Policy 6.5 on Freedom of Expression and Academic Freedom (employment-relevant components)
- New HRAP Employee Recruitment Policy
- Revisions to HRAP General Criteria for Employment Policy
- All Employee Onboarding and New Hire Training to include unit-level content
- Supervisory training content related to Human Resources management and performance

You may appoint an individual from your unit to coordinate this review on your behalf. Please submit the coordinator's name to University Human Resources by November 14, 2023 via [this link](#). HR Liaisons or training managers may be the appropriate individual for this assignment. Your appointed individual will be invited to an orientation meeting for the project.

Recognizing that USG institutions have numerous training programs, the overall timeline to complete this review is planned to run through January of 2024. We will issue guidance to you and your appointed coordinator via email and the information will be collected via a Smartsheet submission form.

Thank you in advance for your support. Questions should be submitted to HRWeb@uga.edu with the subject "Training Review."

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Administrative Memos are coordinated through the Office of the Senior Vice President for Academic Affairs and Provost. For more information, contact Mike Wooten, mwooten@uga.edu.