

**From:** Business Services Advisory Grp <[BSAG-L@LISTSERV.UGA.EDU](mailto:BSAG-L@LISTSERV.UGA.EDU)> **On Behalf Of** UGA OneSource  
**Sent:** Friday, January 10, 2020 2:14 PM  
**To:** [BSAG-L@LISTSERV.UGA.EDU](mailto:BSAG-L@LISTSERV.UGA.EDU)  
**Subject:** Critical Hire (Request to Fill Position Form) Submission Deadlines

Dear Colleagues,

As noted at <https://hr.uga.edu/critical-hire/>, the University System of Georgia (USG) staff has confirmed that they will provide responses no later than Friday at 5:00 p.m. for Critical Hire requests submitted by USG institutions before 5:00 p.m. Monday of the same week. Therefore, Critical Hire *Request to Fill Position Forms* must be submitted by UGA units before 9:00 a.m. Monday in order for the request forms to be reviewed and approved by the President and Vice President (CBO), and then submitted to the USG by 5:00 p.m. that Monday.

- For academic and administrative units reporting to the Provost, these Forms must be received by the Provost's Office (either [provostfacultyhires@uga.edu](mailto:provostfacultyhires@uga.edu) or [provoststaffhires@uga.edu](mailto:provoststaffhires@uga.edu)) before 9:00 a.m. on Monday.
- For units reporting to the President, these Forms must be received by Human Resources ([criticalhires@uga.edu](mailto:criticalhires@uga.edu)) before 9:00 a.m. on Monday.
- Please note that any *Request to Fill Position Forms* received after 9:00 a.m. on Monday, will be processed as quickly as possible but may not be acted upon by the USG before Friday of the following week.

Please refer to <https://hr.uga.edu/critical-hire/> for complete instructions for submitting the *Request to Fill Position Forms*.

Regards,  
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