

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

Sent: Wednesday, February 24, 2021 7:58 AM

To: ADMNDIRECTORS-L@LISTSERV.UGA.EDU

Subject: Critical Hire Approval Process Update

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

FROM: S. Jack Hu, Senior Vice President for Academic Affairs and Provost
Ryan Nesbit, Vice President for Finance and Administration

RE: Critical Hire Approval Process Update

As you know, the State of Georgia and USG Critical Hire Approval Process remains in effect for all full-time, benefit eligible positions with salaries over \$40,000. The USG Critical Hire Approval Process must also be used for reclassifications of full-time, benefits eligible positions with salaries over \$40,000. This process was implemented in December of 2019 over concerns related to state revenues and remains a key component of our fiscal responsibility given the budget impacts over the past year.

As we complete the current fiscal year and look to the next, below are guidelines for submitting a hiring request for consideration. Any Critical Hire request will have a **high threshold** for approval before submitting to USG for final consideration.

- **Vacant Academic Leadership Positions** (e.g. associate deans, assistant deans, department heads, directors): All such requests must justify the critical nature of the position for teaching, research, and public service and outreach. Before submitting a request, however, you should take care to examine ways to improve administrative efficiency.
- **Research Personnel (e.g. research scientists, staff, postdocs)**: Research personnel supported primarily by sponsored grants and contracts will be considered. The position in question should be essential to fulfilling obligations under an existing or new grant. This should be clearly explained on the critical hire form, with the project title, project budget, and grant number included.
- **Faculty**: The hiring of instructional faculty to cover essential instructional needs will continue to be considered, and faculty searches for approved positions should continue. The Provost and President have final decision-making authority for these requests.
- **Staff**: Consideration will be given to staff positions that directly support student success, are required to maintain patient/life safety, meet compliance/accreditation standards, or demonstrate a financial return through recurring savings or an increase of revenue. If the staff position is a new position, the justification should clearly state why a new position is needed and why alternatives to establishing a new position are not viable.

These requests should be submitted following the established procedures, which are set forth on the critical hire website linked below.

<https://hr.uga.edu/critical-hire/>

If you have specific questions related to the above, please reach out to Juan Jarrett, Toni Rogers, or Marisa Pagnattaro.

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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 Sam Fahmy at sfahmy@uga.edu.