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

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

RE: Critical Hire Approval and Job Posting Process – Additional Information from the USG

As a follow-up to the administrative memos sent on December 16 and December 20, 2019 regarding the Chancellor's December 13, 2019 letter to University System of Georgia (USG) Presidents (see attached), the USG provided additional information earlier this week regarding the Critical Hire Process and the procedural changes in hiring that have been enacted. Attached is a frequently asked questions (FAQ) document the USG developed to assist institutions with implementing this process. Along with adding this information to UGA's review and approval process as detailed at https://hr.uga.edu/critical-hire/, UGA's *Request to Fill Position* form has also been modified accordingly.

As a reminder, the Critical Hire process applies when posting all vacant or new full-time, benefits-eligible faculty and staff positions with an annual starting salary equal to or above $40,000; ***however, any faculty positions previously authorized or approved, such as those posted in UGAJobs or those that were approved through the President's Strategic and Cluster Hire Initiative, do <u>not</u> require additional approvals noted in the link above and in the attached letter.***

Please familiarize yourself with the information contained in the USG FAQ along with the resources at https://hr.uga.edu/critical-hire/. The most recent communication from the USG states that "Critical hire requests that do not have adequate justification will be denied and sent back to the campus for additional review and resubmission." Thus, please pay particular attention to the information from the FAQ excerpted below:

What is a critical hire?
A critical hire is considered a position that the institution must fill in order to maintain student success, patient/life safety, and to successfully meet required compliance and accreditation standards. A critical hire is not the same as an *important* hire. We have many positions within the university system that are important to institutional success, but would not be considered critical. Important positions will not be approved while the critical hire process is in effect.

Why are we doing this?
Governor Kemp asked all state agencies to think strategically about how to improve business processes by eliminating duplication, better utilizing technology, or other methods of efficiency, to include thinking strategically about workforce needs and how to best leverage existing positions and personal services funding. Additionally, the Governor's Office of Planning and Budget (OPB) asked all state agencies to institute a strategic hire (critical hire) approval process.

What type of documentation will be required for the justification?
The institution should provide a compelling case for critical nature of a position in the critical hire form. Any supporting data regarding student success, patient/life safety, and compliance or accreditation requirements that must be met should be provided. For grant or contract funded

positions, an institution should submit the award letter and documentation that supports the requirements for personnel and the compensation rates that have been agreed to.

If you have any questions about faculty hiring, please contact Sarah Covert in Faculty Affairs at covert@uga.edu; staff hiring questions should be referred to Juan Jarrett in Human Resources at jarrettj@uga.edu.

Thank you for your continued support and cooperation in implementing these procedural changes and for sharing this information with your respective teams.

CC: President Jere W. Morehead
        Kathy Pharr
        Sarah Covert
        Meg Amstutz
        Marisa Pagnattaro
        Chris Miller
        James Shore
        Juan Jarrett