

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 Guidance and Direction from the USG

As a follow-up to previous administrative memos regarding the Chancellor's December 13, 2019 letter to University System of Georgia (USG) Presidents (see attached) and the frequently asked questions (FAQ) document the USG developed in late December, the USG provided an updated FAQ late last week that includes some additional guidance and direction.

The attached FAQ now indicates that **certain reclassifications and promotions may also be subject to the Critical Hire process**. Please consult with Human Resources if you have any reclassification/promotional actions in process or if you are contemplating any future such actions to determine whether they will be subject to the Critical Hire process. **Please note that faculty promotions will NOT be subject to the Critical Hire process.**

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. **The updated FAQ defines full-time as 30 hours or more per week.** More detailed information about the procedural changes in hiring that have been enacted as well as the updated USG FAQ can be found at <https://hr.uga.edu/critical-hire/>. Please also recall that earlier 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](mailto:covert@uga.edu); staff hiring questions should be referred to Juan Jarrett in Human Resources at [jarrettj@uga.edu](mailto: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

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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](mailto:sfahmy@uga.edu).*