

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

FROM: S. Jack Hu
Senior Vice President for Academic Affairs & Provost

Ryan Nesbit
Vice President for Finance and Administration

SUBJECT: Critical Hire Approval Process

As outlined in the attached letter we received on December 13, 2019 from Chancellor Wrigley, procedural changes are enacted immediately for posting all vacant and new regular, full-time faculty and staff positions with an annual starting salary equal to or over \$40,000, regardless of the source of funds for the position. These changes are intended to enable units to continue filling those faculty and staff positions deemed to be mission critical, while delaying those positions which are not of a critical nature.

As we await the further instructions from the USG that are referenced in the Chancellor's letter, any regular, full-time faculty and staff positions with an annual salary equal to or over \$40,000 will not be posted until further notice. However, any job postings (faculty and staff) submitted to UGAJobs by 5 p.m. today, can remain open, active and can be filled without the further approvals noted in the Chancellor's letter.

Faculty positions that have been previously authorized or approved, such as those that are already posted in UGAJobs, or were approved through the President's Strategic and Cluster Hire Initiative, do not require additional approvals noted in the Chancellor's letter. Please also note that employment offers (faculty and staff) that have already been extended and/or accepted are not impacted by these changes.

Once we receive additional instructions, we will provide further details for submitting those full-time faculty and staff positions deemed to be mission critical. 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 support and cooperation in implementing these procedural changes.

C: Jere W. Morehead
Kathy Pharr
Sarah Covert
Meg Amstutz
Chris Miller
James Shore
Juan Jarrett