

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 and Job Posting Process

As a follow-up to the administrative memo sent on December 16, 2019 regarding the Chancellor's December 13, 2019 letter to University System of Georgia (USG) Presidents (see attached) outlining the Critical Hire Process, procedural changes in hiring are being enacted immediately. These changes, which are detailed in the link provided below, apply 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.

These changes are based on instructions provided by the USG and are intended to enable units to fill critical faculty and staff positions, while delaying those positions which are not of a critical nature.

As a reminder, 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 not require additional approvals noted in the link below and in the attached letter.

Information on submitting requests for approval and other helpful resources are located here:
<https://hr.uga.edu/critical-hire/>.

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