

From: [UGA Administrative Memos](#)
To: ADMNDIRECTORS-L@LISTSERV.UGA.EDU
Subject: USG Human Resources Administrative Practice Manual (HRAP) Employee Recruitment Policy Implementation: Active Postings and Searches
Date: Thursday, August 3, 2023 2:00:58 PM

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

FROM: Juanita W. Hicks, Senior Associate Vice President of Human Resources
Elizabeth Weeks, Associate Provost for Faculty Affairs

RE: USG Human Resources Administrative Practice Manual (HRAP) Employee Recruitment Policy Implementation: Active Postings and Searches

As outlined in the Admin Memo dated June 30, 2023, effective July 1, 2023, the USG Human Resources Administrative Practice Manual (HRAP) Employee Recruitment policy specifies, among other terms:

- Recruitment procedures shall be free of ideological tests, affirmations, and oaths (including diversity statements).
- Hiring, promotion or tenure decision must be purely based on the Institution's ability to achieve its mission and strategic priorities in support of student success, and
- The screening process should not extend beyond the stated mission and values of the Institution and the functional expectations of the departmental unit.

In implementing these terms of the new HRAP, USG institutions are required to take immediate action to eliminate noncompliant recruitment procedures. Accordingly, all active faculty and staff job postings are being reviewed to ensure that minimum and preferred qualifications, and any additional requirements, are job-related and consistent with academic/business necessity. Active postings that require or invite personal statements related to diversity or supporting specific populations as part of the employment process also will be identified and amended.

University Human Resources (UHR) liaisons in the schools, colleges, and other units have already identified and submitted lists of potentially noncompliant postings from their units. UHR and the Office of Faculty Affairs (OFA) also are conducting independent identification and review of potentially noncompliant postings university wide. In this next phase of implementation, UHR and OFA will be working with the individual units to make the required amendments. Attached to this memo, we have provided the job posting guidelines that will be followed for all current and future postings during implementation. Action steps required for departmental units as well as UHR and OFA are specified for each stage of the posting, search, or screening process.

Deans and unit heads are asked to share this communication with search committee chairs and hiring managers for awareness of the actions that will be taken related to this policy implementation. As explained in the guidelines, UHR/OFA will be responsible for communicating with all applicants impacted by these changes.

For questions, please contact hrweb@uga.edu, with the subject line “HRAP Employee Recruitment Inquiry.”

USG Employee Recruitment HRAP Implementation Guidelines for Amendments to Faculty and Staff Postings

These guidelines have been developed for hiring managers, UHR/OFA liaisons, and others involved in the UGAJobs posting process. The list below provides additional steps to be taken to ensure compliance with the new [USG Employee Recruitment HRAP](#), depending on the stage of position posting, search, or screening process:

New Postings Under Review by UHR/OFA

All new postings in the approval workflow but not yet published.

Action to be taken:

- After UHR/OFA review, compliant postings for which no amendments are needed will proceed through the standard job posting workflow.
- If an amendment is required, UHR/OFA will contact the unit by **August 11, 2023**.
- The amended posting will be returned to the workflow. A notification will be issued via UGAJobs when fully approved and posted.

Currently Posted Positions

All positions that are posted but for which the search committee/hiring authority has not yet determined the semifinalists or finalists to be interviewed.

Action to be taken:

- After UHR/OFA review, compliant postings for which no amendments are needed will remain posted as previously approved.
- If an amendment is required, the following actions will be taken:
 - UHR/OFA will contact the units by **August 11, 2023**.
 - UHR/OFA will work with the unit to amend the active posting in UGAJobs.
 - UHR/OFA will contact impacted applicants, notifying them of the revised posting, giving them the option to continue with their previously submitted application materials, revise their materials, or withdraw their applications.
 - UHR/OFA will notify the unit once applicants have been notified.

- Units (search committee, hiring authorities, etc.) should not reach out to applicants separately regarding the reposting and related procedural steps.
- Units will need to send the revised advertisement to any external posting services/outlets to replace the noncompliant content of the original posting.
 - The link to the original posting will reflect the amendments; thus, communications containing the link only do not need to be resent.
- Search committee members and/or hiring authorities should review all resubmitted and new applications under the revised posting, disregarding any previously submitted application materials, including minimum or preferred qualifications; additional requirements and/or additional documents that are not job-related or consistent with academic/business necessity; and ideological tests, affirmations, oaths, or personal statements related to diversity.
- Screening and selection criteria, rubrics, or scoring should not include or consider the noncompliant elements of the original posting.

Searches No Longer Accepting/Reviewing New Applications

Searches for positions that were posted before **July 1, 2023**, for which the search committee has selected semifinalists or finalists may proceed.

- These postings should be closed; if the posting remains open and new applicants are accepted, the posting will need to be amended as explained above in the “Currently Posted Positions” section.
- Screening and selection criteria, rubrics, or scoring should disregard any previously submitted and reviewed application materials that included noncompliant qualifications or requirements, and ideological tests, oaths, affirmations, or personal statements related to diversity.

All Postings Over Six Months Old

As a general best practice, all postings for positions that have been filled or are inactive due to a failed search or other disposition should be closed. This includes but is not limited to postings with potentially noncompliant qualifications, requirements, terms, or statements.

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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 Mike Wooten mwooten@uga.edu