

UGA Student Affairs Policies and Procedures Related to Filling a Vacant Position

Purpose and Scope

The purpose of this policy is to outline requirements related to the process for filling an open position within the Division of Student Affairs. This policy applies to all faculty and classified staff positions within the division. This policy supplements Human Resources/Faculty Affairs requirements outlined by their respective websites and policies. This policy has been updated in January 2020 to reflect the impact of new systems.

PLEASE NOTE: UGA Critical Hire process applies when posting all vacant or new full-time, benefits-eligible faculty and staff positions with an annual starting salary above \$40,000; ***however, any faculty positions previously submitted in UGAJobs to central HR prior to 12/15/2019, do not require additional approvals through this process.***

STEP 1: Proper classification of vacant position

Whenever a position becomes vacant, it is important for the department to review the position description in light of the needs of the department to see if the job, as stated, fits the current needs. The hiring department must also carefully review the job description within UGAJobs and update as necessary, to reflect the scope of responsibilities. If the hiring department decides a reclassification is necessary, the hiring department must follow HR policy to request a reclassification for the position, which includes forwarding the request (within UGAJobs) to the OVPSA for review, approval and forwarding to UGA HR.

STEP 2: Submit the appropriate request to fill document

Once the hiring department has confirmed the vacant position is properly classified, the hiring department must submit one of two documents prior to posting the position:

(1) Staff positions with a requested salary of \$40,000 or less: Submit our division-specific request to fill document to the HR Coordinator in the OVPSA for review and approval.¹ This document will require the hiring department to list the following information as it relates to the vacant position:

- BCAT Code and working title
- Reason position was vacated
- Maximum salary (approved by applicable budget personnel) to be offered for the new position

¹ A request to fill document is not necessary for graduate assistant, temporary or hourly part-time positions within the Division.

- Approval signatures (electronic is fine) from the hiring department's budget and HR personnel, in addition to the director and admin team member

These signatures on the request to fill form will facilitate discussion related to the salary parameters for the position on the front end of the hiring process, as opposed to the back end where we would need to involve special requests to HR and/or finding money in the budget, etc.

(2) Staff position with a starting salary of more than \$40,000 OR a Faculty position:

- (a) Is this a critical hire? (If not, then cannot be filled.)

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.

(b) If determined a critical hire, then submit a UGA Request to Fill Position - Critical Hire Justification Template in accordance with UGA's process outlined in this policy: <https://hr.uga.edu/critical-hire/>. This form should be submitted by the department's director via email, which indicates their review and approval of the content, to the Associate Director for Finance and HR (Susan Cowart). The form will be reviewed by the OVPSA and, if approved by the Vice President, forwarded along to HR for gathering and tracking for the President's Office's approval (by email to criticalhires@uga.edu).

(3) Determine the Need to Submit a Request for Salary Approval (RSA)

If the hiring department wants to offer a salary greater than the BCAT midpoint amount, OVPSA and HR policy still require a Request for Salary Approval. The RSA (with all required signatures) must be submitted via ticket in Team Dynamix **BEFORE** an offer is communicated to the successful candidate. It should outline the specific qualifications of the successful candidate and provide reasons as to why the candidate's background and work experience justify a salary above the maximum entry amount for the position.

Depending on the amount, the RSA may require the President and/or BOR approval:

Salary Above Mid-Point of Pay Range	Salary Increase Meets or Exceeds Employee's BOR FY20 Salary Increase Threshold	Salary with increase Exceeds \$99,999	BOR Reporting Justification Needed	UGA RSA Approval Needed	BOR Approval Needed
No	No	No	No	No	No
No	Yes	No	Yes	No	No
No	Yes	Yes	No	Yes	No
Yes	No	No	No	Yes	No
Yes	Yes	No	No	Yes	No
Yes	Yes	Yes	No	Yes	Yes

STEP 3: Offer Letter Review

After the hiring department posts the position and settles on a successful candidate and **BEFORE** an offer is made to the successful candidate, the hiring department will submit an offer letter via email to the Associate Director for Finance and HR (Susan Cowart) for review and approval. In addition to comparing the salary offer amount in the letter to the salary cap stated in the request to fill document, the Associate Director for Finance and HR will review the offer letter for completeness and compliance with applicable policy. The Associate Director for Finance and HR will approve and/or notify the unit if any changes need to be made to the offer letter. The hiring department will then print out the offer letter, sign it and communicate the offer to the successful candidate. In the event of a counter offer, the hiring department will call the Associate Director for Finance and HR for approval. If the candidate declines the offer, then the hiring department will need to resubmit an offer letter for approval for the next desirable candidate.

STEP 4: Submit Hiring Proposal

After the hiring department and successful candidate agree upon start date and salary, the hiring department needs to submit a hiring proposal in UGA Jobs. Key process steps are outlined [here](#) for both staff and faculty (links provided in SOP to pertinent faculty position management guidelines).

STEP 5: Ensure Position is Funded in OneUSG Connect with Correct Combo Code

The UPK Library is a valuable resource for step-by step guides on monitoring position funding, submitting funding change requests and correcting payroll that was processed without proper funding (have hit suspense account).

[Position Funding Tutorials](#)