

## USG Announces New Critical Hire Process for Faculty/Staff

### BACKGROUND

Effective December 15, 2019, the University System of Georgia initiated a strategic hire approval process. University System institutions are asked to look at opportunities to restructure the delivery of services, including the reallocation of job duties to limit non-essential hires.

### WHAT IS CHANGING?

Effective December 15, 2019, faculty positions with a salary of \$40,000 or more require a justification and internal review up through the President's Office. In addition to the justification and internal review, staff and administrative faculty positions (including sponsor-funded positions) with a salary of \$40,000 or more must be submitted to the USG web portal for additional approval by a committee in the USG System Office. A critical hire justification memo is required for all vacancies. **Justifications should include discussion of the impact of not filling the position as the impact relates to the mission in one (or any combination) of these three main areas: Health and Safety, Compliance/Accreditation or Student Success.**

### WHAT IS NOT CHANGING?

The new policy does not impact any jobs posted prior to December 15, 2019. Additionally, all faculty and staff positions with a salary (or salary range) less than \$40,000 will follow the normal approval and recruitment process. All position requests will continue to go through a review and approval process within the Dean's Office.

### WHEN IS IT EFFECTIVE?

The critical hire process began December 15, 2019, without a predetermined end date. If and when the process changes, a communication will be sent to all stakeholders.

## **WHAT TO EXPECT NEXT?**

The approval process for critical hire positions should factor in an additional two weeks (7-10 business days) to the normal processing time. This includes normal internal routing time, plus the additional time needed for review by the system office.

Georgia State University's Central Human Resources Office and the Office of Faculty Affairs will send accumulated critical hire requests to the USG System Office by the close of business each Monday. The system office has committed to providing a decision by Friday of the same week.

## **WHAT DO I NEED TO DO AS A HIRING MANAGER?**

**See links below for process for faculty and staff hires.**

### **[Perimeter College process for a critical hire of NEW or VACANT FACULTY OR ADMINISTRATIVE FACULTY POSITIONS \(salary > \\$40,000\)](#)**

- Department initiates vacancy approval paperwork
- USG Critical Hire Justification Form (new) [LINK TO FORM NEEDED]
- Dean' office approves packet per normal process
- Provost approves packet per normal process
- Packet is routed to the Chief Business Officer (CBO) for approval
- CBO approves and routes to President for approval. [Process for approval for 100% teaching faculty positions ends here].
- All other faculty positions: Once approved by President, packet is returned to Office of Faculty Affairs for submission to USG via web portal
- Once response is received from USG, Dean is notified of response
  - If approved, College is free to post and continue the hire process.
  - If denied, College can revise and resubmit paperwork to Provost (repeat process) or they can close the search

### **[Perimeter College process for a critical hire of NEW or VACANT STAFF POSITIONS \(salary > \\$40,000\)](#)**

- Department completes the critical hire template and the Position Review Form (PRF) (attached) and obtains all the necessary signatures (if it is a sponsor-funded position, please contact the Perimeter College Human Resources Office to receive information

on what needs to be submitted to classify a new sponsor-funded position)

- Department submits the completed critical hire template and PRF to the Perimeter College HR Office
- Perimeter College HR Office submits the PRF in central HR's Entellitrak system for review and approval and the critical hire template (NEW) for the University-level approval
- Once both are approved, we will follow the normal process of getting the position posted in the Taleo system and the usual hiring process

#### **CONTACT FOR ASSISTANCE**

For clarification on any of the above, please contact Sonda Abernathy, Perimeter College Human Resources Officer, at [sabernathy@gsu.edu](mailto:sabernathy@gsu.edu)

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