

GEORGIA STATE UNIVERSITY CHAIRS & DIRECTORS RECRUITMENT/APPOINTMENT PROCEDURES

- I. **Obtaining Approval to Search:** Deans determine the need for a new or replacement chair/director and advise the Provost and Vice President for Academic Affairs.
- II. **Recommended Candidates:** Once the college determines that it has an eligible internal candidate for a chair/director and the candidate is approved per college policy, then a For The Record is completed.

When the college does not have an eligible internal candidate to fill the vacancy, a search must be conducted per college policy.

The FTR packet requires the following approvals: dean/associate dean/director, Provost/Vice President for Academic Affairs (Provost/VPAA), and the Opportunity Development/Diversity Education Planning Office (OD/DEP; formerly Affirmative Action). OD/DEP emails FTR approval notices to the Provost/VPAA and the unit personnel coordinator (UPC). The Office of the Provost/VPAA retrieves the packet, makes copies of all originals, returns the originals to the UPC, and retains the copies. The completed FTR packet consists of the following and is to be compiled in the order listed:

A. Selected Internal Candidate Without Search

- A For the Record (*Appendix E*) which must include rank and title, tenure track status, race, gender, and expected conferral date of highest degree if not yet completed.
- A Recommended Applicant form (*Appendix F*).
- A dean/director letter of recommendation to the Provost supporting the selection of the candidate based upon a review of credentials, fit within the college/department, goals and objectives for recruitment, along with the thrust and direction of the college.
- Vita of the recommended candidate.

B. Selected Candidate with Search (See full-time, regular Faculty Recruitment Procedures which includes AA/EEO information).

C. Selected Candidate with Internal Search

- A For the Record (*Appendix E*) which must include rank and title, tenure track status, race, gender, and expected conferral date of highest degree if not yet completed.
- A Recommended Applicant form (*Appendix F*).
- A dean/director letter of recommendation to the Provost supporting the selection of the candidate based upon a review of credentials, fit within the college/department, goals and objectives for recruitment, along with the thrust and direction of the college.

- A search committee letter of recommendation.
- Vitae of the recommended candidates interviewed.

III. **Employment:** Following approval of the recommended applicant by the Provost/VPAA and OD/DEP, the Dean will send a letter to the candidate offering employment and requesting an acceptance in writing. A copy of the offer letter will be sent to the college/department unit head. External candidates will be required to return the following to the UPC:

- Completed and signed Personal Data Form (PDF).
- Original official transcript of highest degree earned that lists date of conferral.
- Security questionnaire.

The UPC will submit an approval request to the Board of Regents (BOR):

- For internal candidates, once the offer has been accepted and a copy of the BOR Manage Faculty Events (MFE) Transaction Report (see Human Resources People Soft Procedures Manual for instructions on entering MFE transactions) will be forwarded to the Provost/VPAA.
- For external candidates, once the offer has been accepted and completed personnel forms are received, a copy of the BOR Manage Faculty Events (MFE) Transaction Report (see Human Resources People Soft Procedures Manual for instructions on entering MFE transactions), the original PDF and a copy of the original official transcript (with name, Employee Identification Number (Emplid), Social Security Number (SSN), degree, and date conferred highlighted) will be forwarded to the Provost/VPAA.

Once BOR has met and approved the appointment, the Provost/VPAA will notify the UPC. The UPC will then notify the Dean of the approval. The candidate, per college policy, will then be notified.

After an offer of employment has been accepted, all applicants will be notified in writing, as per college/department policy, that a selection has been made. Application materials, per college policy, of the successful candidate will be forwarded to the college UPC for placement in their personnel file.

IV. **Records:** Search records which include all approvals of recruitment proposals, copies of Affirmative Action compliance data forms, requests to fill academic position forms, and approval to hire forms will be retained by the Dean's Office for three years after search is completed (Records Retention Series G Human Resources – Citation or Reference: 41 C.F.R. 60, 29 C.F.R. 1607). Academic colleges/departments will be required to retain all applications; curriculum vitae; transcripts; samples of writing or publications; candidate lists; position announcements; position advertisements; position descriptions; Certificate of Eligibilities; interview materials such as schedules, rating sheets, tallies (to be requested from OD/DEP at the completion of the search), screening and interview notes, review committee notes and memoranda; telephone conversation notes; and related correspondence such as cover letters and reference letters for three years after search is

completed. The University System of Georgia's retention policy can be found at their website, <http://www.usg.edu/usgweb/busserv/index.phtml>.

Additional faculty recruitment resources are listed below:

- Georgia State University Faculty Handbook – section relating to the faculty hiring policy
- Board of Regents Policy Manual – section relating to personnel
- Opportunity Development/Diversity Education Planning Faculty Hiring Procedures
- Individual College websites for additional college-specific requirements