

GEORGIA STATE UNIVERSITY
FULL-TIME, TEMPORARY FACULTY RECRUITMENT/APPOINTMENT PROCEDURES
(Includes all Temporary and Visiting Titles)

- I. **Obtaining Approval to Search:** Deans/directors determine the need for a new or replacement full-time, temporary faculty appointment following consultation and budgetary analysis within the college.

- II. **Recommended Candidates:** A “For the Record” packet (FTR) is completed once the hiring unit determines that they have an eligible candidate for a full-time, temporary faculty appointment and the candidate is approved per college policy. In cases where the hiring unit does not have an eligible candidate to fill the vacancy, a search/hire process 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 e-mails 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 Candidate without Search

- A For the Record (*Appendix E*) which must include rank and tenure status (non-tenure not on track).
- 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.
- In colleges with departmental/school structures, a letter of recommendation to the dean.
- Vita of the recommended candidate.

B) Selected Candidate with Search (See Full-Time, Regular Faculty Recruitment Procedures)

[Attached is an optional “Recommendation for Faculty Employment (Appendix H)” form, not to be included in the FTR packet, to be used per college policy.]

- 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. The candidate 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.

Once the completed personnel forms are received, the UPC will submit an approval request to the Board of Regents (BOR). 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 college/department unit head of the approval. The candidate per college/department policy will then be notified.

Please note, if search process is used, 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 of the successful candidate will be forwarded to the college UPC for placement in their personnel file.

Additional faculty recruitment resources are listed below:

- Georgia State University Faculty Handbook – section relating to the faculty hiring policy (<http://www2.gsu.edu/~wwwfhb/fhb.html>)
- Board of Regents Policy Manual – section relating to personnel (<http://www.usg.edu/regents/policymanual/800.phtml>)
- Opportunity Development/Diversity Education Planning Faculty Hiring Procedures (<http://www2.gsu.edu/~wwwafa/>)
- Individual College websites for additional college-specific requirements