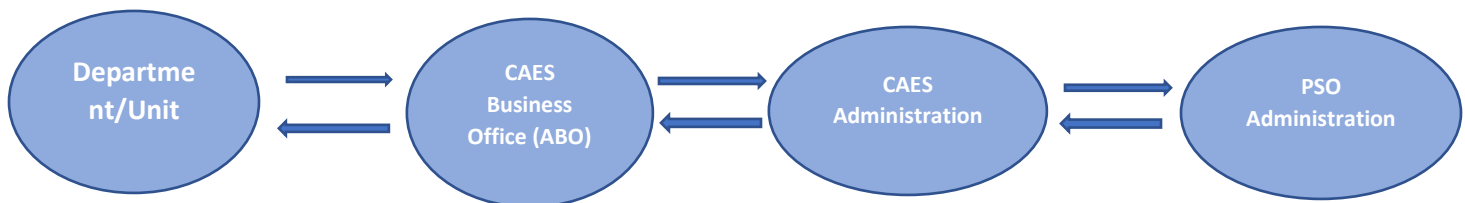




Request to Hire (RTH) – Public Service Faculty

Overview

This SOP describes the process for CAES departments/units to begin hiring for public service faculty. Our College uses the Office of the Vice President for Public Service and Outreach – Request to Hire a Public Service Faculty as the starting point for all public service faculty hires. The process for position creation, position posting, and hiring all begin after the approval of this form. Once the RTH has been reviewed and approved by all applicable offices in the workflow, the approved position creation/position posting process may begin.



This SOP assumes all appropriate departmental hiring procedures have been followed before the department/unit initiates the process.

Roles and Responsibilities

Roles involved in the processing of an RTH include the following:

- **Department/Unit:** completes the form and submits to ABO with appropriate department/unit director approval
- **ABO:** reviews form, clarifies information, and routes for approval
- **CAES Administration:** provides budgetary review and approval
- **PSO Administration:** provides final review and approval

Key Process Steps

1. When a department/unit determines the need for a new position or needs to backfill a vacant position, an RTH is completed.
2. ABO reviews form to ensure all lines are completed and accurate. A review of the justification is performed to confirm it includes the following information: critical need for the position, any adverse impact if the position is not filled, and ability to sustain the position in the event of budget reductions. If the position is existing, the justification contains the incumbent name. New positions should include a one-page position description with title, overview, purpose, and responsibilities.

NOTE: If the anticipated position salary is above \$40,000, a critical hire form needs to be submitted at the same time.

3. ABO routes the form to the parties below for review via DocuSign.

- Director of Finance & Administration
- Director of County Operations
- Associate Dean for Extension
- Dean & Director
- Associate Vice President, PSO*
- Assistant Vice President for Fiscal Affairs, PSO
- Vice President, PSO

**New positions are routed to the AVP for PSO for review of position description with request to hire form.*

4. The form is automatically routed back to both ABO and Departments/Units.

NOTE: If approved, the department/unit can continue the hiring process via UGAJobs. If the approved position is new, a position is created in UGAJobs. If the position exists, edits should be requested and approved, and then a posting requested.

Relevant Resources

Link to form:

- [Request to Hire](#)

Owner

Name	Date
CAES Business Office	October 26, 2020