College of Agricultural &
Environmental Sciences
UNIVERSITY OF GEORGIA

Standard Operating Procedure (SOP)

Request to Hire (RTH) – Tenure-Track/Tenured Faculty

Overview

This SOP describes the process for CAES departments/units to begin the hiring process for tenure-track/tenured faculty employees. Our College uses the CAES Request to Hire (RTH) - form as the starting point for all regular tenure-track 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.
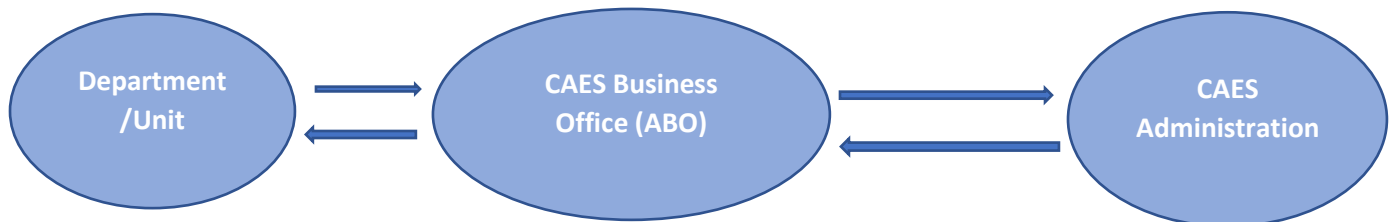
This SOP assumes that all appropriate departmental hiring procedures have been followed before the department/unit initiates the process.

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

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 that all lines are completed and accurate. A review of the justification is performed to ensure that it includes the following information: brief description and clear statement of need. If the position is existing, the justification contains the incumbent name.

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 Associate Deans and Dean & Director for review via DocuSign. If the position requested is housed on the Tifton or Griffin Campus, the form is also routed to the corresponding Assistant Dean.

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

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 a Faculty](#)
- [Startup Worksheet](#)

Owner

Name	Date
CAES Business Office	December 3, 2020