

TO: Vice Presidents, Deans, Directors, and Department Heads

FROM: S. Jack Hu, Senior Vice President for Academic Affairs and Provost
Ryan Nesbit, Vice President for Finance and Administration

RE: Critical Hire Exceptions Update

DATE: April 7, 2020

As you know, the Critical Hire Approval Process was temporarily suspended per the UGA Administrative Memo you received on March 16, 2020 (attached).

Although the critical hire approval process continues to be suspended due to the current circumstances related to COVID-19, the following limited exceptions may be granted:

- **Vacant Academic Leadership Positions** (e.g. associate deans, assistant deans, department heads, directors): President Morehead will forward all UGA requests to the University System of Georgia for review and approval once per semester. As such, all units should make requests through the critical hire system by May 1, 2020 for positions that will start July 1 and by November 1, 2020 for positions that start in January 2021. The Provost and President will review each and every request. All such requests must justify the critical nature of the position for teaching and research. Before submitting a request, however, you should take care to examine ways to improve administrative efficiency.
- **Research Personnel** (e.g. faculty, staff, postdocs): Only research personnel supported by sponsored grants and contracts will be considered. The position in question should be essential to fulfilling obligations under the grant. This should be explicitly explained on the critical hire form with the project title, project budget, and grant number.
- **Faculty**: Faculty searches for approved positions continue. The hiring of instructional faculty to cover essential instructional needs will continue to be considered.

These requests should be submitted following the established procedures, which are set forth on the critical hire website linked below.

<https://hr.uga.edu/critical-hire/>

As a reminder, a critical hire is considered a position that the institution must fill in order to maintain student success, patient/life safety, and to successfully meet required compliance and accreditation standards. If you have specific questions related to these exceptions, please reach out to Marisa Pagnattaro at pagnatta@uga.edu or Chris Miller at chrisjm@uga.edu.

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Administrative Memos are coordinated through the Office of the Senior Vice President for Academic Affairs and Provost. For more information, contact Sam Fahmy at sfahmy@uqa.edu.

TO: Vice Presidents, Deans, Directors, and Department Heads

FROM: S. Jack Hu, Senior Vice President for Academic Affairs and Provost Ryan Nesbit,
Vice President for Finance and Administration

RE: Critical Hire Approval and Job Posting Process – Temporary Suspension

DATE: March 16, 2020

Until further notice, the Critical Hire Approval process is being temporarily suspended; requests submitted prior to the weekly deadline of 9:00 this morning (3/16/2020) will be reviewed, processed, and submitted to the USG as appropriate. Any other hiring action that has been previously approved is not impacted.

Thank you for your cooperation and understanding and for sharing this information with your respective teams.

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