

THE UNIVERSITY OF GEORGIA  
COLLEGE OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES

**APPROVAL TO HIRE FOR A FACULTY POSITION**

**I. GENERAL INFORMATION**

Position: \_\_\_\_\_

Position Name and Number: \_\_\_\_\_

Department Name and Number: \_\_\_\_\_

Percentage of Assignment: \_\_\_\_\_ %Teaching \_\_\_\_\_ %Research \_\_\_\_\_ %Extension

Nature of Appointment: Tenure Track \_\_\_ Academic/Research Professional \_\_\_ Public Service \_\_\_

Other \_\_\_\_\_

**II. SPECIFIC INFORMATION**

Explanation: If appointment is for tenure track, justify EFT assigned to teaching, research, and extension functions. Attach a brief description of job responsibilities. Also this form must be accompanied by a draft letter of offer to be submitted to the selected candidate.

Proposed Salary: \_\_\_\_\_ Proposed Start-Up Funds: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Proposed Personnel Support: \_\_\_\_\_

**III. APPROVALS**

Recommended:

\_\_\_\_\_  
Department Head/Director Date

Concurred:<sup>3</sup>

\_\_\_\_\_  
Director, Fiscal Affairs Date

\_\_\_\_\_  
Assistant Dean, Griffin Campus <sup>1/ 2/</sup> Date

\_\_\_\_\_  
Assistant Dean, Tifton Campus <sup>1/ 2/</sup> Date

\_\_\_\_\_  
Associate Dean for Academic Affairs <sup>2/</sup> Date

\_\_\_\_\_  
Associate Dean for Extension Date

\_\_\_\_\_  
Associate Dean for Research Date

Approved:

\_\_\_\_\_  
Dean and Director Date

<sup>1</sup>Required only if position is located on Griffin or Tifton Campus, or if assistant dean is providing salary or operating funds.

<sup>2</sup>Signature note required for county extension agent positions.

<sup>3</sup>If you do not concur with the request, a formal written response from you to the requestor is required.