



The University of Georgia

Office of the Vice President for Public Service and Outreach

Request to Hire a Public Service Faculty



Tracking Number

Assigned by VP's Office

College/School/Vice President's Office: _____ Date Submitted: _____

Department Name: _____ Department #: _____

Form Submitted By: _____ Phone # _____ Campus Address: _____

I. Position: *Include a position description with request to create a new position.

Fill Current Position

Create New Position

Position Number: _____

Expected Fill Date: _____

Position Title: _____

Proposed Salary: _____

II. Appointment: Full-time Part-time If Part-Time, EFT: _____

Regular Temporary Adjunct Temp or Adjunct Employment End Date: _____

EFT : _____% Public Service _____% Instruction _____% Research

*Note: In accordance with the Public Service Faculty Appointment Guidelines, which may be found under policies and procedures at http://outreach.uga.edu/ovppso.php/policies_procedures/, a minimum of 51% EFT will be devoted to an outreach and engagement plan of work for all public service appointments. Please include the EFT in the position description when requesting to hire public service faculty.

Salary Funding Source (must equal 100%):

_____ % State (RI) _____ % Restricted _____ % Auxiliary
_____ % State (Non-RI) _____ % Sales & Service _____ % Other Funding Source _____

III. Justification: State critical need for the position, any adverse impact if position is not filled and ability to sustain the position in the event of budget reductions. Attach sheet for additional information if needed.

Approved by:

Department Head/Director Date Dean Date

After Department Head/Director and Dean signatures, please route to Office of the Vice President for Public Service and Outreach, 1234 S. Lumpkin Street, Treanor House – Campus.

Approved

Not Approved

Vice President for Public Service and Outreach Date