



# 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/](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