Appointment to fill a **pre-existing** or **new** Public Service faculty position at the rank of Public Service Associate or Senior Public Service Associate

**Step 1:** Complete a Request to Hire Public Service Faculty form.

*For new positions, please attach a job description.*

**Step 2:** Complete sections II and III of UGA Faculty Hire Process checklist.

[Faculty Hire Process Checklist]

*It is imperative that the offer letter NOT include a PSO rank.*

**Step 3:** Complete OVPPSO requirements (outlined below) **prior** to completing remaining sections of UGA Faculty Hire Process checklist.

**OVPPSO REQUIREMENTS:**

- Cover letter from the Dean or Director to the Vice President for Public Service and Outreach that contains the following:
  - A request for permission to appoint candidate to the level of Public Service Associate or Senior Public Service Associate;
  - The purpose of the appointment in relation to the public service and outreach division and university needs and the duties the nominee is expected to perform;
  - The nominee’s professional competence as evidenced by previous study, relevant experience, and accomplishments in prior positions;
  - The nominee’s standing among others in his/her specialty;
  - A description of the process used to evaluate the need for the position including the makeup, actions, and recommendations of the search committee;
  - The qualifications of the individual being proposed to fill the vacancy; and
  - A signature line for the Vice President.

**Step 4:** Complete sections IV through VI of UGA Faculty Hire Process checklist.

[Faculty Hire Process Checklist]

*All public service faculty appointment packages should be routed to the Office of the Vice President for Public Service and Outreach for forwarding to Faculty Affairs.*