



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

Step 1: Complete a [Request to Hire Public Service Faculty form](#).

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

Step 2: Complete sections II 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.*