



## 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.*