Recruitment Policy

Policy – University of Georgia Recruitment Policy

1. Policy Statement

The University of Georgia (UGA) is an Equal Opportunity Employer. Recruitment for faculty and staff must comply with University System of Georgia Board of Regents (USG BOR), state, and federal policies, regulations, and laws. As such, the USG BOR Policy for Employee Recruitment states that recruitment for faculty and staff should be completed in accordance with the procedures set forth by the Sr. Associate Vice President and Chief Human Resources Officer (CHRO), approved by the President in consultation with Legal Affairs and the appropriate leadership level (i.e., Vice President or Dean).

Recruitment procedures include standards for recruitment screening, and guidance as to who can make hiring and compensation decisions on behalf of the UGA. These procedures must be adhered to by all hiring officials and those participating in the selection process.

In accordance with the USG Statement of Principles Regarding Academic Freedom and Freedom of Expression, the University's recruitment procedures shall be free of ideological tests, affirmations, and oaths (including diversity statements). The basis and determining factor for hiring, promotion, and tenure should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which they are being considered. At the core of any hiring, promotion, or tenure decision is ensuring the Institution's ability to achieve its mission and strategic priorities in support of student success.

2. Applicability

All employees and units of the University of Georgia.

3. Definitions

a. Affirmations – the action or process of affirming a strongly held belief as a requirement for employment.
b. Ideological Tests – Tests or questions based on or relating to a system of ideas and ideals, especially concerning economic or political theory and policy.
c. Oaths – A solemn attestation of truth, adherence, or agreement to a belief system or structures unrelated to the standards required for employment. The State of Georgia Loyalty Oath is excluded from this definition and policy.
d. Uniform Guidelines on Employee Selection – In 1978, the Equal Employment Opportunity Commission (EEOC) adopted the Uniform Guidelines on Employee Selection Procedures or “UGESP®” under Title VII. See 29 C.F.R. Section 1607.1. UGES® provided uniform guidance for employers about how to determine if their tests and selection procedures were lawful for purposes of Title VII disparate impact theory.
e. Title VII of the Civil Rights Act of 1964 (42 U.S.C. Section 2000e et seq.) – As amended, protects employees and job applicants from employment discrimination based on race, color, religion, sex, and national origin.
f. Title IX of the Education Amendments of 1972 (20 U.S.C. Section 1681 et seq.) – Protects people from sex discrimination in educational programs and activities at Institutions that receive financial assistance.
g. Executive Order 11246.

4. Process and Procedures

The following guidelines apply for the recruitment of UGA faculty and staff:

a. Faculty and staff recruitment for all UGA departments should be based on university needs. USG's Employee Applications HRAP (Human Resources Administrative Practices) governs the requisite data collection process for employment candidates. The Institution is responsible for establishing a screening and selection framework to effectively assess the qualifications, knowledge, and skills of candidates. This process should be relegated to determining whether candidates are able to perform the stated duties of the role. The screening process should not extend beyond the stated mission and values of the Institution and functional expectations of the departmental unit. Likewise, departmental units should not develop or institute mission or value statements that are not aligned with and in support of the overall Institutional mission and values.

b. Hiring managers should follow the UGA-specific guidance. Hiring managers should work closely with their direct supervisor and the Office of University Human Resources or Faculty Affairs to ensure adherence to any associated policies, guidelines, rules, or laws. An appendix document with appropriate screening questions during the screening and selection process is included with this policy.

5. Georgia New Hire Reporting Program

Federal and State law requires employers to report newly hired and re-hired employees in Georgia to the Georgia New Hire Reporting Center. Institutions are to ensure that a process is in place for all hires and transfers to be reported to the Georgia New Hire Reporting Program https://ga-newhire.com/.

6. Recruitment Training Expectations/Requirements for Employees

a. Training will be provided to employees responsible for recruiting and hiring faculty and staff to ensure that Institutional procedures are appropriately and consistently followed. All training performed by the Institution must be approved by the university's Sr. Associate Vice President and Chief Human Resources Officer (CHRO) and the President. The use of affirmations, ideological tests, and oaths (including diversity statements) are expressly prohibited and should not be utilized for recruitment and selection purposes. Additionally, individual units and departments are not permitted to mandate recruitment training for search committee members or departmental employees beyond that which is approved by those with the above-referenced Institutional oversight.

b. Mandatory recruitment training should be limited to that which complies with Board of Regents (BOR), state, and federal policies, regulations, and laws.

Examples include:

- Title VII of the Civil Rights Act of 1964.
- Title IX of the Education Amendments of 1972.
- Functional training associated with hiring and recruitment software and Institutional data management.
- Best practices related to candidate engagement and communication.
- Any requirements encompassed within the USG HRAP on General Criteria for Employment.

UGA shall maintain training records for all employees who are required to complete
training. USG’s HRAP on General Criteria for Employment for guidance on other required training. Records will be maintained in the Professional Education Portal of the University of Georgia.

UGA-specific guidance is provided and will be followed.

7. Direct Appointment Rules and Permissibility

A direct appointment refers to the regular appointment of a person, where the normal advertising and competitive selection process is not applied, and Institutional business needs support this approach for an appointee whose unique skills and qualifications are documented. Upon approval for a direct appointment from the Sr. Associate Vice President and Chief Human Resources Officer (CHRO) and the President, all employment policies (including background checks) must be followed and adhered to. Nominations and recommendations for direct appointments of staff or faculty can be made by a Vice President or Dean (or comparable senior-level administrator as approved by the President) and above.

This section is generally not applicable to internal, interim or acting appointments, or promotions within the existing unit or reporting upline. However, all rules are applicable if and when an interim is appointed to the role on a regular basis. Each Institution is responsible for creating a process to ensure direct appointment rules are followed.

UGA-specific guidance for Direct Appointments may be found here.

BOR Policy holds the University responsible for using this option judiciously and for ensuring that all requirements are met and recorded for audit, as requested by internal or external agency requests.

The justification materials for the direct appointment nomination or recommendation may also be used to support the HRAP Advanced Salary Increase request process when necessary.

References & Related Documents

- HRAP Policy on Employee Categories
- BOR 6.5 Freedom of Expression and Academic Freedom
- BOR 8.2.1 Equal Employment Opportunity
- BOR 8.2.18.12 Statement of Core Values
- BOR Policy 8.2.18.2 Conflicts of Interest, Conflicts of Commitment, and Outside Activities)
- BOR 8.3.3.1 Intersystem Recruitment
- 8.3.1 Faculty Employment
- HRAP on Advanced Salary Administration
- HRAP on Employment Applications
- HRAP on Eligibility for Rehire
- HRAP on Equal Employment Opportunity
- HRAP on General Criteria for Employment
- Appendix I and II – USG Recruitment HRAP Appendix Document Regarding Appropriate Screening Questions
Key Words

Approvals & Revisions

Policy Contacts

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