



UNIVERSITY OF
GEORGIA

Equal Opportunity Office

September 1, 2020

Guidance: Transitioning Limited Term Faculty to Permanent Faculty

If a unit wishes to continue the employment of a limited-term faculty member currently in the third and final year of their limited term appointment, can the unit transition that faculty member into a permanent faculty position without conducting a search?

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Summary: No.

Detailed Guidance: As EOO's [website](#) states, "[t]he general rule is that all faculty and administrative appointments require a search." Accordingly, all permanent faculty positions (*i.e.*, not interim/acting, admin add-on, limited-term, or part-time) must be searched competitively; this applies to all faculty ranks, including academic professionals, clinical faculty, and research scientists. The very limited exceptions to this search rule include spousal hires, certain retention situations, and personnel named in grants (please see our website for a complete list).

Accordingly, any unit currently planning to "transition" a limited-term faculty member to a permanent position should instead plan to conduct a competitive search for that permanent position. The limited term faculty member is welcome to apply, but, as set forth in their appointment letters, "may not be accorded preferential hiring consideration based solely upon incumbency in a limited-term capacity."

The default competitive search is external and posted for a minimum of 31 days. EOO exceptions for internal and/or expedited searches may be available in certain exigent or unique circumstances. The unit also must obtain critical hire approval, which, until further notice, is a prerequisite for filling any full-time (30+ hrs/week) benefits-eligible positions with an annual starting salary of \$40,000 or more. More information and the necessary forms are available at <https://hr.uga.edu/critical-hire/>.

This guidance is effective immediately.

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Please direct any questions to Kieran B. Morrow, J.D., at kbmorrow@uga.edu.

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278 Brooks Hall | 101 Herty Drive | Athens, GA 30602 | Telephone 706-542-7912 | Fax 706-542-2822

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