

Augusta University

Policy Library

Faculty Action and Approval Process Policy

Policy Owner: University HR Services

POLICY STATEMENT

The President and the Executive Vice President for Academic Affairs & Provost of Augusta University have approved the following operating procedure for recruitment, actions, processing (benefits and payroll); and campus orientation for faculty. Collectively this is referred to as the Faculty Action and Approval Process (FAAP).

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

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PROCESS & PROCEDURES

1. The Faculty Support Services web page – The official Augusta University website to access interactive online forms and associated linked resources required for the FAAP and faculty policies, procedures and guidelines in accordance with the Board of Regents Policy Manual.
2. The designation of “Institutional Faculty Action Forms” will collectively reference all institutional forms required for the FAAP of non-paid and paid faculty positions. Institutional Faculty Action Forms include, but are not limited to the following, (see the Faculty Support Services web page for the current group and the most up-to-date forms).

Recruitment Guidelines and Linked Resources

Faculty Position Description (FPD) form
Initiating a Job Opening request
Advertisement Template
Offer Letter Templates

Faculty Actions / Guidelines and Linked Resources:

Institutional Schedule for Faculty Actions requiring Board of Regents (BOR) approval
Exempt Personnel Action and Payroll Calendar

Instruction modules for various ePAR (electronic Personnel Action Request) transactions through PeopleSoft Human Resource Management System (PSHRMS)

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 436

Policy Sponsor: Type the title of the Executive Leader of the department.

Originally Issued: Not Set

Last Revision: 11/01/2016

Last Review: 06/13/2017

Faculty Appointment Checklists
Employee Health & Wellness Service Approval form
Clearance Form

Processing / Guidelines and Linked Resources:

Benefits Eligible packet
Non-Benefits Eligible packet
Non-Paid Affiliate packet (clinical/adjunct)
Vehicle Registration
Badge ID form

Orientation / Linked Resources:

Faculty Orientation – Office of Faculty Development & Teaching Excellence

Augusta University Campus Map
Augusta Area Map

REFERENCES & SUPPORTING DOCUMENTS

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RELATED POLICIES

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APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 06/13/2017