

# Augusta University

## Policy Library

### Faculty Action and Approval Process Policy

**Policy Manager: 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 Recruitment Guidelines](#)

[Faculty Position Description \(FPD\) form](#)

[Initiating a Job Opening request](#)

[Offer Letter Templates](#)

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**Office of Legal Affairs Use Only**

**Executive Sponsor: Enterprise Vice President for Human Resources**

**Next Review: 6/2020**

### **Faculty Actions/Guidelines and Linked Resources**

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

Instruction modules for various ePAR (electronic Personnel Action Request) transactions through OneUSG. <https://www.augusta.edu/oneusg/>

Faculty Appointment Checklists

<https://www.augusta.edu/hr/faculty-support-ser/actions/actionlinks.php>

### **Processing/Guidelines and Linked Resources**

Benefits Eligible packet

[https://www.augusta.edu/hr/university/university\\_benefits/documents/ex\\_hire\\_packet.pdf](https://www.augusta.edu/hr/university/university_benefits/documents/ex_hire_packet.pdf)

Non-Benefits Eligible packet

[https://www.augusta.edu/hr/university/university\\_benefits/documents/temporary\\_non\\_ben\\_elg\\_hire\\_packet.pdf](https://www.augusta.edu/hr/university/university_benefits/documents/temporary_non_ben_elg_hire_packet.pdf)

Non-Paid Affiliate packet (clinical/adjunct)

[https://www.augusta.edu/hr/university/university\\_benefits/documents/npe\\_hire\\_packet.pdf](https://www.augusta.edu/hr/university/university_benefits/documents/npe_hire_packet.pdf)

Badge ID form

[https://www.augusta.edu/hr/talent-acquisition-management/documents/au\\_badgeform\\_3\\_2016.pdf](https://www.augusta.edu/hr/talent-acquisition-management/documents/au_badgeform_3_2016.pdf)

Parking Information

<https://www.augusta.edu/parking/registration.php>

### **Orientation/Linked Resources**

Office of Faculty Development & Teaching Excellence

<https://www.augusta.edu/facultydevelopment/>

Augusta University Campus Maps

<https://www.augusta.edu/maps/>

Augusta Area Map

<https://www.visitaugusta.com>

### **REFERENCES & SUPPORTING DOCUMENTS**

Intentionally left blank.

### **RELATED POLICIES**

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**APPROVED BY:**

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 4/14/2020

President, Augusta University

Date: 4/15/2020