

# Business Services Advisory Group







GEORGIA MUSEUM *of* ART

UNIVERSITY OF  
GEORGIA



# Welcome and Announcements

- Congratulations – new positions, etc.
- Other announcements





A large, multi-tiered fountain with water spraying upwards is the central focus in the foreground. In the background, a large, white, three-story building with a dark roof and multiple windows is visible, surrounded by lush green trees and a well-maintained lawn. The scene is set on a clear day with a blue sky.

# Promotion & Tenure: Elizabeth Weeks & Sunshine Jordan

Tuesday, June 18, 2024





# Faculty Promotion & Tenure Portal

## Promotion & Tenure section of the new *Faculty Affairs Support Portal*

- Central location for all processes related to P&T cycle
- One-stop for questions and resources
- Cycle Tracker for phases and deadlines

### Dossier Submission Materials

- Electronic Dossier Checklist
- Recommendation for Promotion Form: Tenure Track/Tenured Faculty
- Recommendation for Promotion Form: Non-Tenure Track
- Recommendation for Promotion Form: Lecturers
- Recommendation for Promotion Form: Clinical Faculty
- Recommendation for Tenure Form
- Example: Letter of Transmittal
- Example: Table of Contents
- Template: Dean Cover Letter

### Instructions

This is where you will find your instructions for how to upload faculty dossiers and other tasks.

### Annual Memos & Approval Reports

- Faculty Evaluation and Promotion and Tenure Updates and...
- Deadlines for Selected Faculty Promotions (Academic, Clinical, ...)
- Deadline for Promotion of Librarians, Public Service Faculty...
- COVID-19 Impacts on Faculty Productivity for Promotion and...
- Lecturer Guidelines Implementation

### Faculty Promotion & Tenure Guidelines

Promotion Guidelines for Academic Rank Faculty	Promotion Guidelines for Different Faculty Ranks						
<ul style="list-style-type: none"><li>Guidelines for Appointment, Promotion and Tenure of Academic Rank Faculty</li><li>Seven-Year Promotion and Tenure Calendar</li><li>Tenure Clock Calendar</li><li>Guidelines for Requesting Extension of the Tenure Probationary Period ...</li></ul>	<ul style="list-style-type: none"><li>Quick Reference Guide</li><li>Promotion and Tenure Two-Year Cycle Process Diagram</li><li>Promotion and Tenure Unit Criteria for Academic Rank Faculty - Provost's...</li></ul>						
	<table><tbody><tr><td>Academic Professionals</td><td>Clinical Faculty</td></tr><tr><td>Lecturers</td><td>Librarians</td></tr><tr><td>Public Service Faculty</td><td>Research Scientists</td></tr></tbody></table>	Academic Professionals	Clinical Faculty	Lecturers	Librarians	Public Service Faculty	Research Scientists
Academic Professionals	Clinical Faculty						
Lecturers	Librarians						
Public Service Faculty	Research Scientists						

### News & Announcements

Deadline for Promotion of Public Service Faculty  
Deadline for Promotion of Public Service Faculty

Deadlines for Promotion & Tenure for Academic Rank (TT), Clinical, Academic Professional, and...  
Deadlines for Promotion & Tenure for Academic Rank (TT), Clinical, Academic Professional, and Lecturer May 21, 2024  
TO: Deans, Vice Presidents, Associate...



# Faculty Promotion & Tenure Portal

- Prepopulated faculty information from OneUSG Connect to allow data vetting/correcting.
- Role-based permissions and security

Example PT Candidates

[See all](#)

Candidate Full ... ▾	Current Rank ▾	Rank Applied for ▾	Applying for Te... ▾	URC Area Com... ▾	Honorific ▾	Preferred First ... ▾	Middle Name
John Jacob Jingleh...	Assistant Professor	Associate Professor	✓	Professional & Applied Studies	Dr.	John	Jacob
Humpty Dumpty	Associate Professor	Professor		Professional & Applied Studies	Dr.	Humpty	
Mac O. Donald	Associate Professor	Professor		Professional & Applied Studies	Dr.	Mac	O.
Little-Bo Peep	Assistant Professor	Associate Professor		Life Sciences	Dr.	Little-Bo	
Jack L. Horner	Lecturer	Principal Lecturer		Fine & Applied Arts	Prof.	Jack	L.
Mary Q. Contrary	Principal Lecturer	Senior Lecturer		Fine & Applied Arts	Dr.	Mary	Q.
Frère Jacques		Clinical Associate Professor		Social & Behavioral Sciences	Dr.	Frère	
Mother Hubbard		Associate Research Scientist		Social & Behavioral Sciences	Dr.	Mother	



# Faculty Promotion & Tenure Portal

All related data and documents will be attached to the candidate's record.

## Example PT Candidates ☆

<div><div>Title</div><div>John Jacob Jingleheimer-Schmidt</div><div><div>Honorific</div><div>Dr.</div></div><div><div>Preferred First Name</div><div>John</div></div><div><div>Middle Name</div><div>Jacob</div></div><div><div>Last Name</div><div>Jingleheimer-Schmidt</div></div><div><div>Department</div><div>Department of Entomology</div></div></div>	<div><div>Title</div><div>Humpty Dumpty</div><div><div>Honorific</div><div>Dr.</div></div><div><div>Preferred First Name</div><div>Humpty</div></div><div><div>Middle Name</div><div>-</div></div><div><div>Last Name</div><div>Dumpty</div></div><div><div>Department</div><div>Department of Agricultural and Appl...</div></div></div>	<div><div>Title</div><div>Mac O. Donald</div><div><div>Honorific</div><div>Dr.</div></div><div><div>Preferred First Name</div><div>Mac</div></div><div><div>Middle Name</div><div>O.</div></div><div><div>Last Name</div><div>Donald</div></div><div><div>Department</div><div>Department of Plant Pathology</div></div></div>	<div><div>Title</div><div>Little-Bo Peep</div><div><div>Honorific</div><div>Dr.</div></div><div><div>Preferred First Name</div><div>Little-Bo</div></div><div><div>Middle Name</div><div>-</div></div><div><div>Last Name</div><div>Peep</div></div><div><div>Department</div><div>Department of Plant Pathology</div></div></div>
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Save

Cancel

Copy link

Honorific

Dr.

First Name

John

Preferred Name

John

Middle Name

Jacob

Last Name

Jingleheimer-Schmidt

Suffix

III

UGA Email

sampleemail@uga.edu

Address 1

123 Conner Hall

Address 2

Suite 123

City

Athens

State

GA

Zip Code

30602

Years in Rank

3

Starting Promotion Credit

0

Starting Tenure Credit

0

Extension Credit

0

Applied For

Assistant Professor

Applying for Tenure

☒ Yes

URC Area Committee

Professional & Applied Studies

Department

Department of Entomology

Supervisor

Sunshine Jordan

Current Rank

Associate Professor

Current Tenure Status

Not Tenured on Track

Date Tenure Granted

5/5/2022

Joint Dept

Department of Biology

Joint Dept - Supervisor

Elizabeth Weeks

Joint Dept - Rank

Associate Professor

Joint Dept - Tenure Status

Not Tenured on Track

Joint Dept - Date Tenure Granted

5/5/2022

Attachments

Jingleheimer-Schmidt\_DOSSIER.pdf

Attach file

Save



# New TT Form

- Less detail
- Easier to fill out



Candidate's Full Name

School/College

Department

Current Rank

Applying for ☐ Promotion to  ☐ Tenure

Total Years in Current Rank \*

Current Tenure Status ☐ Tenured ☐ Not Tenured

Number of years probationary credit toward tenure granted

Number of years extension of tenure probationary period granted

Promotion Recommendations					
Reviewer	Recommendation	Signature	Date	YES (# of votes)	NO (# of votes)
PTU Committee					
Signature of PTU Head					
School / College					
Signature of School/College Committee Head					
Dean					
Signature of Dean					
URC					
Signature of URC Chair					
Provost					
Signature of Provost					
President					
Final Decision			Signature of President		

Tenure Recommendations					
Reviewer	Recommendation	Signature	Date	YES (# of votes)	NO (# of votes)
PTU Committee					
Signature of PTU Head					
School / College					
Signature of School/College Committee Head					
Dean					
Signature of Dean					
URC					
Signature of URC Chair					
Provost					
Signature of Provost					



An aerial photograph of a large, white, classical-style building with a prominent portico supported by several columns. The building is surrounded by lush green trees and a well-maintained lawn. In the background, other buildings and a cityscape are visible. The text "Microsoft Copilot: Justin Sackett" is overlaid on the bottom right of the image.

# Microsoft Copilot: Justin Sackett

Tuesday, June 18, 2024

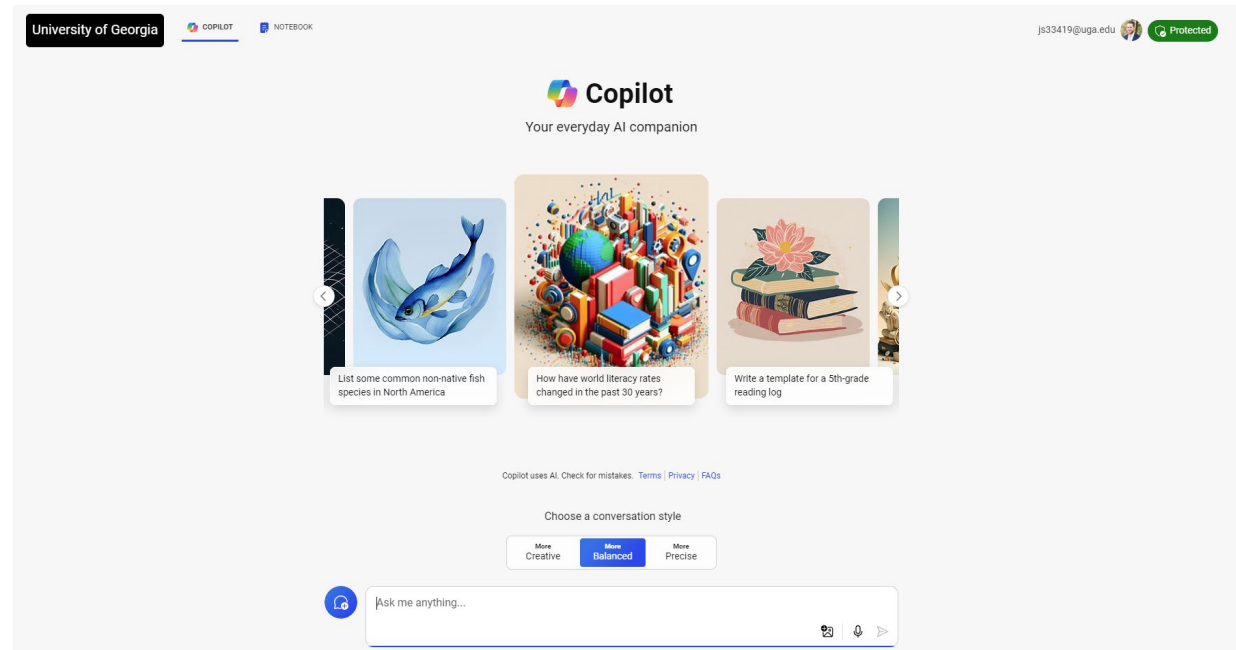




# Microsoft Copilot with Commercial Data Protection

## Key Takeaways

1. Free to all students, faculty, and staff with a UGA Microsoft Office 365 License.
2. Use copilot to help draft documents, give writing assistance, translate text and solve problems, explore and summarize web content, generate artistic content and more!
3. Links:
  - [Visit our website](#) for more information.
  - [Access Copilot with your MyID \(myid@uga.edu\)](#) and password.



*With Copilot with Commercial Data Protection Microsoft does not retain the prompts or responses issued by the user and they are not used to train large language models. It does not have access to organizational resources or content within UGA's Microsoft 365 tenant, such as documents in OneDrive or emails.*



A large, multi-tiered fountain with water spraying upwards is the central focus in the foreground. In the background, a large, white, three-story building with many windows and a central arched entrance is visible. The building is surrounded by lush green trees and a well-maintained lawn. The sky is clear and blue.

# Microsoft Teams Phone: Ilir Hasko, Jeff Teasley, Dennis Flint, Meg Spencer

Tuesday, June 18, 2024

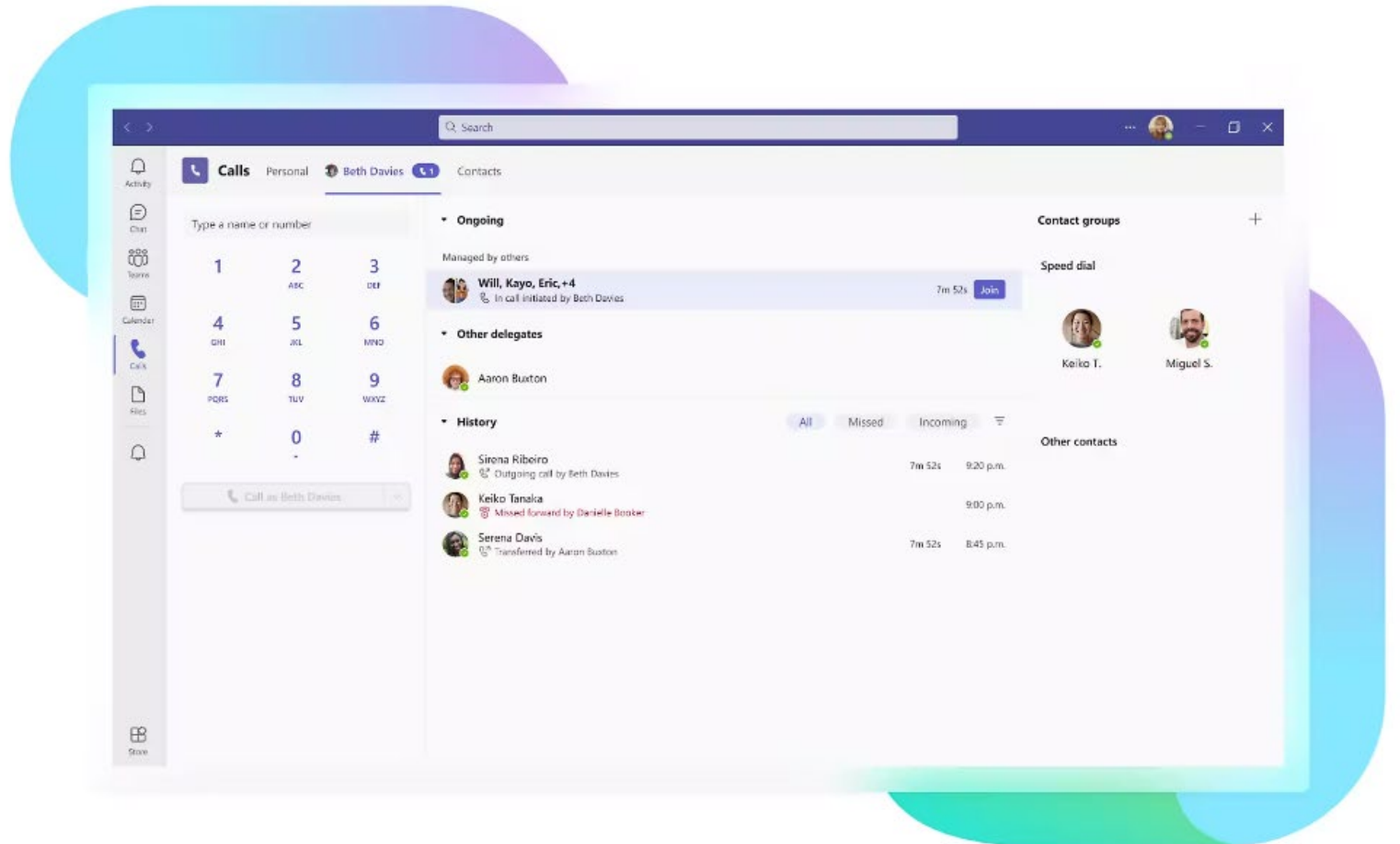





# Microsoft Teams Phone

## Key Takeaways

1. Microsoft's cloud-based next-generation phone system that will eventually replace UGA's current on-premise phone system.
2. Teams Phone works through an internet connection using a desktop application or a physical handset.
3. Departments can submit a Teams Phone Onboarding Request to initiate the transition.
4. Links:
  - [Visit our website](#) for more information on features, pricing, and training.







# Labviva Project: Bob Currey

Tuesday, June 18, 2024





# Labviva Project Progress

## Key Takeaways

1. Significant progress made getting suppliers registered and catalogs tested
2. Second phase of UAT testing starts week of June 17th
3. Targeting Soft Launch of platform for week of July 8th
4. Not too late to be included in UAT testing...please email [chadcox@uga.edu](mailto:chadcox@uga.edu) to be added to the UAT team

The screenshot displays the Labviva e-commerce portal interface. At the top, there is a navigation bar with links for Shop Products, Suppliers, Support, Non-Catalog Order, and Quote Orders, along with a search bar. The main content area shows the product page for Hybond™-N+ (30 cm x 3 m), sold by Cytiva, priced at \$486.94 / EA. Below the product image, there is a 'Buying Options' section with a table comparing three suppliers: Cytiva, Sigma Aldrich, and Avantor/VWR. A teal arrow points to this table. The table lists prices, supplier parts, units, and estimated ship dates for each option. Below the table, there are tabs for Description, Specifications, Papers & Protocols, and Reviews. The Description tab is selected, showing a brief description of the Hybond N+ membrane.

Buying Options		
Cytiva	Sigma Aldrich	Avantor/VWR
\$486.94	\$547.00	\$605.14
Supplier Part: RPN303B	Supplier Part: GERPN303B	Supplier Part: 9503-400
Unit: EA (1 item)	Unit: EA (1 item)	Unit: EA (1 item)
Est Ship Date: 10/08/2023	Est Ship Date: 10/11/2023	Est Ship Date: 10/15/2023
1 Add to Cart	1 Add to Cart	1 Add to Cart

**Description**

Hybond N+ is a positively charged nylon membrane capable of high sensitivity in DNA and RNA blotting. Positively charged nylon membrane with a binding capacity for nucleic acids up to 600 µg/cm² recommended for use with radioactive or



An aerial photograph of Sanford Stadium at the University of Georgia during a dramatic sunset. The sun is low on the horizon, casting a warm orange glow over the stadium and the surrounding landscape. The stadium's seating is visible, with red and white seats. The field is green. In the background, there are trees and some buildings. The sky is filled with clouds, some of which are illuminated by the setting sun.

# Vacation Payouts on Grants: Jenny Dutton

Tuesday, June 18, 2024



# Vacation Payouts on Grants

## Key Takeaways

1. Across UGA, vacation payouts on grants have averaged more than \$300K per year for the past 5 years.
2. When an employee leaves UGA, accrued vacation payout must be “equitably allocated” (i.e., time earned while not working on grant cannot be charged to grant)
3. **Question for BSAG:** Has anyone identified an efficient way to manage this?

The screenshot shows the 'System Manager Reporting' interface. On the left is a sidebar menu with categories: My Approvals, Queries, Time and Labor, Absence Management, Leave Balance Query Group (highlighted), Commitment Accounting, Workforce Administration, Manage Faculty Events, Security and Workflow, and Payroll. The main content area displays a query titled '180\_ABS\_LEAVE\_BALANCE\_GROUPING- Leave Balance queries grouping'. Below the title are download options: Excel Spreadsheet, CSV Text File, and XML File (2 kb). A 'View All' link is present. The table below has columns: Row, Set ID, Descr, 1, 1-Description, 2, 2-Description, 3, 3-Description, 4, 4-Description. The first row shows data for 'University of Georgia' with a 'Current Leave Balance' of 18000. The descriptions for columns 1 through 4 detail the queries used to generate the data, including filters for processed absence activity and job-related prompts.

Row	Set ID	Descr	1	1-Description	2	2-Description	3	3-Description	4	4-Description
1	18000	University of Georgia	Current Leave Balance	Query to return the latest values for Vacation, Sick, Deferred Holiday, Educational, and Comp Time leave balances for eligible employees. This query will return ONE ROW per individual with the balance values separated by column. This query only returns the latest balance; it cannot be used to return historical values.	Leave Balances for Pivot	Query to return the latest values for Vacation, Sick, Deferred Holiday, Educational, and Comp Time leave balances for eligible employees. This query will return MULTIPLE ROWS per individual. This will allow for easy creation of a pivot table in Excel to summarize the data. This query only returns the latest balance; it cannot be used to return historical values.	Absence Activity Detail	Query to return a comprehensive detail of absence activity by employee based on beginning and ending dates provided in the query prompts. Depending on the values included in the prompts, the query may return a single or multiple rows per employee.	Processed Absence Leave Requests	Query to return processed absence activity regardless of paid or unpaid. Approved absences that have not been processed yet are not included. Includes prompt to filter on paid or unpaid absence as well as a number of job-related prompts.



A large, multi-tiered fountain with several jets of water spraying upwards. In the background, a large, white, three-story building with many windows and a central entrance is visible. The building is surrounded by lush green trees and a well-maintained lawn. The sky is clear and blue.

# Relocation Reimbursement & Overpayment Amanda McHugh

Tuesday, June 18, 2024





# Relocation Reimbursement Policy Update

## Key Takeaways

1. We had hoped to have the new Relocation Reimbursement Policy posted by 7/1/24
2. The draft policy and form are ready, but we became aware of a pending change to the USG Policy
3. We submitted our lump sum reimbursement draft to USG to ensure alignment with the new USG Policy being drafted







# Overpayment Process

## Key Takeaways

1. Smartsheet process up and running
2. Outstanding overpayments from 2019–2023 being added
  - We will soon begin outreach on outstanding prior year overpayments
3. New process for outstanding overpayments:
  - Creating receivables – in process
  - Monthly metrics and cause analysis



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## Overpayment Form

Instructions and processes for the following scenarios can be viewed [here](#).

- If employee should not be paid at all
- If payment has already been made
- If employee is terminated or inactive
- If employee is active and can repay (in one payment)
- If employee is active and can repay (in multiple payments)

### QUERY TO FIND EMPLOYEE INFORMATION AND COMBO CODES

You can search by employee name find the employee information needed for this form in the [Job Data plus Combo Code query](#). In the query, click on the magnifying glass next to "Employee ID" to search by name. You can use this query to find data needed on this form such as EmplID, Record #, HR Department, Position #, and Payroll Group.



An aerial photograph of a large, white, classical-style building with a prominent portico supported by several columns. The building is surrounded by lush green trees and a well-maintained lawn. In the background, other buildings and a cityscape are visible. The text "Monetary vs. Non-Monetary Awards: Amanda McHugh & Travis Jackson" is overlaid on the bottom half of the image in a large, white, sans-serif font.

# Monetary vs. Non-Monetary Awards: Amanda McHugh & Travis Jackson

Tuesday, June 18, 2024





# Monetary vs. Non-Monetary Awards

## Key Takeaways

1. Issue: Two separate processes for Monetary and Non-Monetary can be confusing
2. Knowledge base language has been updated
3. [Submitting Employee Awards](#)
4. UHR website to be updated as well to provide more detail on each process

## Policy Library

Search UGA Policy Library



Welcome

← Back

HR - Pay/Compensation Policies > Incentive Compensation and Rewards

Academic

Development & Alumni Relations

Faculty

Finance & Administration

Global Engagement

Government Relations

Graduate School

Information Technology

Legal/Compliance

Marketing & Communications

Research

Student Affairs

Print this page

## Incentive Compensation and Rewards

### Policy

#### 1. Policy Statement

This policy follows the University System of Georgia (USG) policy. The policy is located in the section labelled UGA Procedures below. All employees are required to follow the policy in addition to the UGA Procedures.

Refer to USG's Policy: [HRAP Incentive Compensation and Rewards](#)

#### 2. Record Retention

USG Record Retention

Re-Design

### Revisions

Date: 9/17/2007

Last Updated: 5/12/2023

### Policy Contacts

Responsible University Senior Administrator: Vice President for Finance & Administration


Responsible University Administrator: Associate Vice President for Human Resources

Policy Owner: University Human Resources, Wellbeing

Policy Contact: Senior Director, Wellbeing

Contact Information: [HRWeb@uga.edu](mailto:HRWeb@uga.edu) or (706) 542-2222



An aerial photograph of a large, modern stadium with red and white seating, viewed from an elevated angle. The sun is setting in the background, creating a warm, golden glow over the stadium and the surrounding landscape. The sky is filled with dramatic, dark clouds. The stadium's architecture is modern, with a curved roofline and multiple tiers of seating. The surrounding area includes some trees and buildings, suggesting an urban or suburban setting.

# Charge to Account Process Improvements: Nicole Moon

Tuesday, June 18, 2024





# Charge to Account Process Improvements

## Key Takeaways

1. New and improved Charge to Account process coming July 1
2. Options for single entry and bulk entry (spreadsheet style)
3. New processing approach
4. [Draft webpage](#)
5. Benefits: Much easier to submit, improved transparency, improved reporting and analytics

## CHARGE TO ACCOUNT



### Charge to Account Process

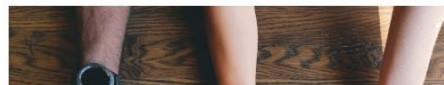
Use this process to specify where student account charges should be processed, or to edit existing Charge to Account forms.

Use the buttons below to **submit a new** Charge to Account form, to **view a full list** of Charge to Account forms submitted, or to **request edits** to existing Charge to Account forms. Note that edits can be requested by the original submitter or by the unit CBO or his/her delegates.

Submit New  
Charge to Account Form

View Full List of  
Charge to Account forms

Edit Existing  
Charge to Account form



### Set Delegates (CBOs only)

Chief Business Officers have the ability to set delegates for their departments who will





**This topic is on hold until  
the August BSAG meeting**

# **Travel Audit Recommendations: Jennifer Dunlap**

Tuesday, June 18, 2024



# Format of Next BSAG meeting

- We'll work to identify a widely held area of opportunity for improvement
- In our August meeting, we'll break into small groups to brainstorm potential solutions
- Then, we'll share these with the group



Next Meeting  
**Terry College  
Stelling Study,  
August 14 @3pm**

View past meeting  
materials on  
the [BSAG website](#)





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# Targeted Merit Program – Info Session

Tuesday, June 18, 2024



# Overview

- Merit-based salary adjustments to assist with recruitment and retention efforts
- Effective September 1, 2024
- Budget pool will be provided to Deans and Vice Presidents for allocation
- Merit-based increases can be recommended for salary adjustments from 1% to 4% for up to 20% of faculty and up to 20% of staff.
- Recognizes outstanding performance and help address critical internal compression, external market forces, and retention needs



# Eligibility Questions

- Scenario: An individual in my unit is marked ineligible but the unit feels that is inaccurate:
  - The unit *can* add recommended merit amount to rows in gray. A comment must be added to the row.
    - The only reason someone in a gray row should be edited is for a qualifying promotion.
    - If known, please add UGA Jobs Action Number or attach RSA for validation purposes.
    - For those with multiple increases, please add a comment to indicate the promotion date.



# Validation

- Units must develop a consistent methodology for applying merit-based adjustments relative to performance. After establishing a basis for performance, other factors such as compression, pay vs. market, or the need for retention can be included in the recommendation.
- University HR and the Office of the Provost will use the methodology information to complete the central compliance review for each unit's merit-based recommendations.



# Documentation

- **Actions**

- Attach the documentation and/or narrative that describes and supports your unit's approach to the recommended allocations to the "Budget" row in your Smartsheet.
- This documentation will be used to validate your Smartsheet and confirm that merit and compression were recommended consistently.
- Your documentation should describe your unit's methodology and the criteria for the increases you recommend.