

Dual Appointments

Brief description of Dual Appointment Agreement:

The employment of staff, faculty, and students at two or more institutions within the University System of Georgia (USG) during the same period of time is a recognized method of keeping costs to a minimum and maximizing resource utilization across USG.

Dual appointments may be requested when a Requesting Institution is in need of specific knowledge and/or skill set from an employee who is currently working at another institution (Home Institution) in the University System of Georgia (USG) and:

1. Approval requirements have been met,
2. The transaction is in the best interest of the USG, and
3. Such service will not have a detrimental effect on the employee's Home Institution work commitment.

Process:

1. Email Lauren Cantrell with answers to the following questions:
 - a. Need for and description of services to be performed:
 - b. Justification for obtaining services from another USG employee in lieu of obtaining such services from a person not presently employed by Institution:
 - c. Credit Hours or Hours of Service:
 - d. Beginning and End dates for each course:
 - e. Fee for service (total)
2. Lauren, the dual appointment coordinator, will submit the request.
3. After this is submitted, an email will be sent from decisions@usg.edu to the supervisor, department chair, dean (if applicable), and the president's designee. The recipient will need click on "Respond to this Task" to process the request. [Job Aid for Approvals](#)
 - a. These parties can also check to see if there are any pending approvals by accessing the [Decisions dashboard](#).
4. The form will be signed or sent back for edits.
5. Once completed, the form will then be sent to the employee's home institution for signatures.
6. After the home institution approves the request, the employee will be able to perform their work.
7. The Verification of Work Form will be sent to the Reports to Manager five (5) days after the Dual Appointee's start date and five (5) days before their end date to complete and certify that the dual appointment work is proceeding as outlined in the Dual Appointment Agreement Form.
8. When this is confirmed, the employee will be paid by their home institution.
9. The home institution will invoice the requesting institution for the fee for service.

[USG Human Resources Administrative Practices \(HRAP\) - Dual Appointments](#)

[USG Business Process Manual](#) (section 5.3.3 Dual Appointment)

Helpful Hints:

- Submit the request as soon as you are aware of a potential dual appointment agreement
- If departments are unsure of whether or not someone is working at another institution, contact HR to verify (guest speakers included)
- Employees are often not identified as working for another institution until the transaction is entered in OneUSG by HR at the end of the approval process. If this occurs, the employee may not receive payment for up to two additional months due to the signatures and information required for the agreements from both institutions.
- Monitor the process and check in with the Dual Appointment Coordinator throughout the process

- Budget amendments and check requests are required for the process. Prepare in advance when possible.
- If the agreement ends at the end of the fiscal year, monitor the status of invoices/payments by checking in with the Dual Appointment Coordinator. If the last payment is not until June, we may not receive an invoice until July or August. Timing is very important! Encumbering funds may be needed if the agreement ends in May or June.

Lauren Cantrell

Dual Appointment Coordinator

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