<table>
<thead>
<tr>
<th>Action Type</th>
<th>Package Name</th>
<th>Package Type</th>
<th>Levels of Review</th>
<th>Required in Package</th>
<th>Required Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Non Tenure-track</strong></td>
<td>[Semester] New [Position]</td>
<td>New Hire</td>
<td>School College OFA (609)</td>
<td>Proposed Title, Employment Type, WorkTime Type, Effective Date, End Date (if applicable), Contract Type (must match offer letter), Degree information, Teaching CIP, Salary</td>
<td>Draft Offer Letter&lt;br&gt;Transcripts (or a note confirming that they have been sent)&lt;br&gt;CV&lt;br&gt;Affirmative Action Form&lt;br&gt;Reference Letters</td>
</tr>
<tr>
<td><strong>Non Tenure-track Reappointment</strong></td>
<td>[Semester] Reappointment [Position]</td>
<td>New Hire</td>
<td>School College OFA (609)</td>
<td>Proposed Title, Employment Type, WorkTime Type, Effective Date, End Date (if applicable), Contract Type (must match offer letter), Degree information, Teaching CIP, Salary</td>
<td>Draft Offer Letter</td>
</tr>
<tr>
<td><strong>RBW (Sponsored Funds or Teaching)</strong></td>
<td>[Semester] RBW</td>
<td>New Hire</td>
<td>School College OFA (609)</td>
<td>Proposed Title, Employment Type, WorkTime Type (part-time), Effective Date, End Date, Contract Type (must match offer letter), Degree information, Teaching CIP, Salary</td>
<td>Draft Offer Letter&lt;br&gt;Request Letter to President (Specify Funding Source)</td>
</tr>
<tr>
<td><strong>RBW (Administrative using State Funds)</strong></td>
<td>[Semester] RBW</td>
<td>New Hire</td>
<td>School College OFA (609) Provost (600)</td>
<td>Proposed Title, Employment Type, WorkTime Type (part-time), Effective Date, End Date, Contract Type (must match offer letter), Degree information, Teaching CIP, Salary</td>
<td>Draft Offer Letter&lt;br&gt;Request Letter to President (Specify Funding Source)</td>
</tr>
<tr>
<td><strong>Tenure-track New Appointment</strong></td>
<td>[FY] New [Position]</td>
<td>New Hire</td>
<td>School College OFA (609) EVPR (120) Provost (600)</td>
<td>Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type (must match offer letter), Degree information, Teaching CIP, Salary</td>
<td>Draft Offer Letter&lt;br&gt;Transcripts (or a note confirming that they have been sent)&lt;br&gt;CV&lt;br&gt;Affirmative Action Form&lt;br&gt;3 Reference Letters</td>
</tr>
<tr>
<td><strong>Tenure on Hire</strong></td>
<td>[FY] New Tenured [Position]</td>
<td>New Hire</td>
<td>School College OFA (609) Institute P&amp;T Committee EVPR (120) Provost (600)</td>
<td>Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type (must match offer letter), Degree information, Teaching CIP, Salary</td>
<td>Draft Offer Letter&lt;br&gt;Transcripts (or a note confirming that they have been sent)&lt;br&gt;CV&lt;br&gt;Affirmative Action Form&lt;br&gt;5 External Reference Letters&lt;br&gt;Evidence of teaching quality&lt;br&gt;P&amp;T Committee Letter (must address all three tenure criteria)&lt;br&gt;Dean/Chair letter supporting tenure (must evaluate teaching quality)</td>
</tr>
<tr>
<td>Event Type</td>
<td>[Semester]</td>
<td>[Position]</td>
<td>School</td>
<td>College</td>
<td>OFA (609)</td>
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<tr>
<td>Retention</td>
<td></td>
<td></td>
<td>School</td>
<td>College</td>
<td>OFA (609)</td>
</tr>
<tr>
<td>Mid-year Changes in Appointment</td>
<td>[Semester]</td>
<td>Promotion</td>
<td>New Hire/Appointment</td>
<td>School</td>
<td>College</td>
</tr>
<tr>
<td>Appointments to Endowed Positions</td>
<td>[Semester]</td>
<td>[Position]</td>
<td>New Hire/Appointment</td>
<td>School</td>
<td>College</td>
</tr>
<tr>
<td>Administrative Appointments</td>
<td>[Semester]</td>
<td>[Position]</td>
<td>New Hire/Appointment</td>
<td>School</td>
<td>College</td>
</tr>
<tr>
<td>Requests for Emeritus Status</td>
<td>[Semester]</td>
<td>Emeritus Status</td>
<td>Other</td>
<td>School</td>
<td>College</td>
</tr>
<tr>
<td>Absence from Campus</td>
<td>[Semester]</td>
<td>Absence</td>
<td>Other</td>
<td>School</td>
<td>College</td>
</tr>
<tr>
<td>Leaves of Absence (8 weeks-1 year)</td>
<td>[Semester]</td>
<td>LOA</td>
<td>Other</td>
<td>School</td>
<td>College</td>
</tr>
</tbody>
</table>
## GT-TRACS Package Requirements for Academic Faculty

### Leaves of Absence >1 year
- **[Semester] LOA Extension**
- Other
- School
  - College
  - OFA (609)
  - Provost (600)
  - President (800)
  - BOR
- Must add College, OFA (609), and Provost (600) to approvals tab
- Approved Leave of Absence Form
- Draft letter from the President to the Chancellor

### ASMD
- **[Semester] ASMD**
- Other
- School
  - College
  - OFA (609)
  - Provost (600)
- Must add College and OFA (609) to approvals tab
- $10,000 commitment to org 600
- Requesting memo including date of anticipated birth if applicable

### Dual Appointment Agreements
- **[Semester] DAA**
- Other
- School
  - College
  - OFA (609)
  - President (800)
- Must add College, OFA (609), and OOP (800) to approvals tab
- Signed Form
- Memo to President indicating the nature of the request and how the person’s work at GT will be affected OR memo to President indicating the nature of the request and the need for appointing an employee from another USG institution

### External Adjunct Appointments
- **[Semester] Ext Adjunct**
- New Hire
- School
  - College
  - OFA (609)
- Proposed Title, Employment Type (temp), WorkTime Type (FT), Effective Date, End Date, Degree information, Teaching CIP
- Draft Offer Letter
- Transcripts (or a note confirming that they have been sent)
- CV
- Background check
- Reference Letters

### Internal Adjunct Appointments
- **[Semester] Internal Adjunct**
- New Hire
- School
  - College
  - OFA (609)
- Proposed Title, Employment Type (temp), WorkTime Type (FT), Effective Date, End Date, Degree information, Teaching CIP
- Draft Offer Letter
- Transcripts (or a note confirming that they have been sent)
- CV

### Retirements/Resignations
- **[Semester] Retirement OR Resignation**
- Other
- School
  - College
  - OFA (609)
- Must add College and OFA (609) to approvals tab
- Retirement/Resignation Letter

### Extensions to the Probationary Period
- **[Semester] Tenure Clock Extension**
- Other
- School
  - College
  - OFA (609)
- Must add College and OFA (609) to approvals tab
- Extension of the Probationary Period Request Form
- [http://www.faculty.gatech.edu/sites/default/files/documents/exten_prob_0.pdf](http://www.faculty.gatech.edu/sites/default/files/documents/exten_prob_0.pdf)

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**Begining February 1, 2017, packages not using the naming convention in this document will be returned by Faculty Affairs**