

GT-TRACS Package Requirements
for Academic Faculty

Action Type	Package Name	Package Type	Levels of Review	Required in Package	Required Attachments
<i>Non Tenure-track New Appointment</i>	[Semester] New [Position]	New Hire	School College OFA (609)	Proposed Title, Employment Type, WorkTime Type, Effective Date, End Date (if applicable), Contract Type (must match offer letter), Degree information, Teaching CIP, Salary	Draft Offer Letter Transcripts (or a note confirming that they have been sent) CV Affirmative Action Form Reference Letters
<i>Non Tenure-track Reappointment</i>	[Semester] Reappointment [Position]	New Hire	School College OFA (609)	Proposed Title, Employment Type, WorkTime Type, Effective Date, End Date (if applicable), Contract Type (must match offer letter), Degree information, Teaching CIP, Salary	Draft Offer Letter
<i>RBW (Sponsored Funds or Teaching)</i>	[Semester] RBW	New Hire	School College OFA (609)	Proposed Title, Employment Type, WorkTime Type (part-time), Effective Date, End Date, Contract Type (must match offer letter), Degree information, Teaching CIP, Salary	Draft Offer Letter Request Letter to President (Specify Funding Source)
<i>RBW (Administrative using State Funds)</i>	[Semester] RBW	New Hire	School College OFA (609) Provost (600)	Proposed Title, Employment Type, WorkTime Type (part-time), Effective Date, End Date, Contract Type (must match offer letter), Degree information, Teaching CIP, Salary	Draft Offer Letter Request Letter to President (Specify Funding Source)
<i>Tenure-track New Appointment</i>	[FY] New [Position]	New Hire	School College OFA (609) EVPR (120) Provost (600)	Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type (must match offer letter), Degree information, Teaching CIP, Salary	Draft Offer Letter Transcripts (or a note confirming that they have been sent) CV Affirmative Action Form 3 Reference Letters
<i>Tenure on Hire</i>	[FY] New Tenured [Position]	New Hire	School College OFA (609) Institute P&T Committee EVPR (120) Provost (600)	Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type (must match offer letter), Degree information, Teaching CIP, Salary	Draft Offer Letter Transcripts (or a note confirming that they have been sent) CV Affirmative Action Form 5 External Reference Letters Evidence of teaching quality P&T Committee Letter (must address all three tenure criteria) Dean/Chair letter supporting tenure (must evaluate teaching quality)

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<i>Retention</i>	[FY] Retention	Retention	School College OFA (609) EVPR (120) Provost (600)	Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type (must match offer letter), Degree information, Teaching CIP, Salary	Draft Offer Letter Updated CV Any Supporting Documentation
<i>Mid-year Changes in Appointment</i>	[Semester] Promotion	New Hire/Appointment	School College OFA (609) Provost (600)	Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type (must match offer letter), Degree information, Teaching CIP, Salary	Draft Offer Letter Updated CV Any Supporting Documentation
<i>Appointments to Endowed Positions</i>	[Semester] [Position]	New Hire/Appointment	School College OFA (609) Provost (600)	Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type (must match offer letter), Degree information, Teaching CIP, Salary	Draft Offer Letter Updated CV Any Supporting Documentation
<i>Administrative Appointments</i>	[Semester] [Position]	New Hire/Appointment	School College OFA (609) Provost (600)	Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type (must match offer letter), Degree information, Teaching CIP, Salary	Draft Offer Letter (with salary broken down by base salary+administrative stipend=total salary) Updated CV Any Supporting Documentation
<i>Requests for Emeritus Status</i>	[Semester] Emeritus Status	Other	School College OFA (609) President (800)	Select "Award of Emeritus Title" under "Other Type"	Emeritus Form Updated CV Recommendation Letter Any Supporting Documentation http://www.faculty.gatech.edu/sites/default/files/documents/draft_emeritus_form.pdf
<i>Absence from Campus</i>	[Semester] Absence	Other	School College OFA (609)	Must add College and OFA (609) to approvals tab	Approved Absence from Campus Form http://www.faculty.gatech.edu/sites/default/files/documents/absence_from_campus.pdf
<i>Leaves of Absence (8 weeks-1 year)</i>	[Semester] LOA	Other	School College OFA (609)	Must add College and OFA (609) to approvals tab	Approved Leave of Absence Form http://www.faculty.gatech.edu/faculty-affairs-reps/internal-resources/leave-of-absence

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<i>Leaves of Absence >1 year</i>	[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
<i>ASMD</i>	[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
<i>Dual Appointment Agreements</i>	[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
<i>External Adjunct Appointments</i>	[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
<i>Internal Adjunct Appointments</i>	[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
<i>Retirements/Resignations</i>	[Semester] Retirement OR Resignation	Other	School College OFA (609)	Must add College and OFA (609) to approvals tab	Retirement/Resignation Letter
<i>Extensions to the Probationary Period</i>	[Semster] 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

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