Welcome and Introductions

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# Steps for Hiring Regular, Full-Time Faculty

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FA Reps --> Faculty Hiring: *Guidance on Academic and Research Faculty Appointments*
Guiding Principles of Position Management for Faculty Positions

• The position is NOT tied to the person.
• We do not hold positions for faculty members who have terminated.
• If you have an open position within the same faculty category (research faculty, academic professional, tenure-track, or lecturer), the open position should be used.
• If a terminated employee returns to work, and someone is in his or her former position, the employee will be assigned to a different position number.
• For joint appointments, the employee’s position is held in the department that holds the majority of the employee’s appointment. The FTE on the position should be equal to the total FTE for the appointment.
• If an employee is going into an interim position, even if it is a new position, the employee should be transferred into the new position.
• If the funding for a position is changing (project has ended, and the employee is moving to another project in another department), the employee may stay in the current position. However, a change in appointment must be approved in GT-TRACS, and Faculty Affairs will advise the department on the appropriate way to process in OneUSG Connect.
• If an employee is on short work break (SWB), the employee does remain in their current position. However, SWB is only used for part-time lecturers who are hired on a semester-by-semester or annual basis. SWB is not used for Instructional Associate positions.
• The correct Pay Group is essential for routing purposes.
Administrative Appointments

• Posting/Search is required.
  • In exceptional cases, a Dean or VP may approve an exception to the search requirement for internal searches.

• If administrative commitment is 51% or greater, the faculty member must be placed in an administrative job code.
  • If administrative commitment is less than 51%, there is no change in job code, though a position transfer may be necessary. If the job code does not change, the administrative title can be the working title.

• Package name should reflect administrative title, even for research and academic NTT.

• Offer letter template available for TT, coming soon for NTT.

(Future mini-session coming later this year.)
GT-TRACS Update – Salary Data Fields

- Verify and Enter Salary Data:
  - **Salary as of End of Prior Fiscal Year** ("June 30" salary)
  - **Current Salary**
  - **Proposed Salary**

- **Justification** – Condensed summary of salary action being requested. Refer to Internal Equity Data Reports or Memo as needed and upload as Attachments.
  - A Few Examples:
    - "Successful job bid following competitive search; proposed salary below MRP of $95,000."
    - "Retention increase in response to attached external offer letter and further supported by referenced internal peer salary analysis."

HRAP-ASI may be required
HRAP – Salary Increase Policy

From the Human Resources Administrative Practice (HRAP) Manual

- Applies to any cumulative fiscal year salary adjustments greater than or equal to 10% above the percentage increase authorized in the Board’s annual salary and wage administration policy.
- Then, adjustments below midpoint of a range or below $100,000 are approved locally in HR, and those above midpoint and $100,000 are sent to the Chancellor of the USG for approval.
- This policy ensures consistency in compensation practices across institutions with the USG, while affording appropriate level of flexibility needed at institutional level.

USG institutions may adjust employee compensation for various reasons including:

- Promotion
- Position Reclassifications
- Equity and Market adjustments
- Retention Counteroffers

Learn more at https://www.usg.edu/hr/manual/
HRAP Salary Adjustment Policy Exceptions

Any salary change resulting in a cumulative increase of more than 9.9% over ending salary (plus average merit %) for the previous FY requires HRAP salary policy exception. Engage your college/upper-level unit HR team (and FA) as early as possible!

In addition to all regular GT-TRACS package docs, exceptions must include:

- HRAP Form signed by Supervisor and Dean/VP
- If additional details or justification is required, include brief memo to explain:
  - Rationale for the request –
  - Justification for salary relative to compensation data (equity based on identified and referenced internal peers)
  - Any other relevant information (ex. External offer for retention/counteroffer increase)

HRAP exception review remains internal to GT if:

- Resulting salary is below $100K;
- Resulting salary is below MRP (AAU Median) on GT Faculty Compensation Structure; and/or
- Increase is due to faculty member moving into an administrative role, converting from 9-month to 12-month, following standard administrative stipend guidelines.
Faculty will start in GT-TRACS whereas Staff will begin in ServiceNow.
- Please speak or make aware with Division Head prior to initiating.
- As the GT-TRACS Package is being created, additional salary data fields have been added for Appointment and Salary Increase packages.
- Faculty Affairs will submit the ticket in ServiceNow for the ASI process to begin.

Faculty Affairs Submits HRAP Form in ServiceNow

GT-TRACS
- Write up GT-TRACS Package
- Unit Routes GT-TRACS Package
- School Chair Approval
- College/ Division will review and approve
- Faculty Affairs reviews package
- Mark approved once HRAP is approved in ServiceNow

ServiceNow
- Task #1 Compensation "Review" Task
- Approval by Division Head Designee (or Division Head if submitted by Designee)
- VP & CHRO Approval
- Required Extended Approval
- Task #2 Comp manages extended approvals via DocuSign

Extended Approvals via DocuSign (outside of ServiceNow)
- CBO
- President
- Chancellor

NO

YES
RBWs

• We can no longer pay market for the job if the market rate is higher than the maximum allowed under Georgia law.

• Requests must be submitted in a timely manner to avoid possible penalties. GT-TRACS packages are due no less than 60 days prior to the start of the appointment.

• The FTE and the salary must align.
  • We cannot hire a retiree to work 30% time at the maximum salary of 49%.
  • No longer need request letter to President as long as all details are in the package.

• If there is a combination of teaching, research, and administration, please reach out to faculty affairs for guidance.
  • TRS views each component as dual duties. However, we have had one successful request and are happy to partner with you in submitting these requests.
Going forward, we will rehire retirees who are teaching for five months during fall and spring semesters.

- Fall semester dates are August 1 – December 31.
- Spring semester dates are January 1 – May 31.
- This allows us to maximize the salary for each semester.
- TRS considers 15 credit hours full-time.

For summer, we will rehire the retirees as temporary, full-time for June and July.

- Temporary, full-time does not require that we hire the retiree at 100% time.
- This allows us to pay a little more for each semester.
- For summer semester, TRS considers 6 credit hours full-time.
- Retirees can work full-time for up to three months per year with no changes to pension.
Study Abroad

Faculty Approval Process for Study Abroad

Study Abroad Program
- Identify a faculty member to work on a GT Faculty-led Study Abroad Program.

Program Director’s School
- Create a GT-TRACS Appointment Package, attaching (1) draft offer letter (2) CV (3) attestation statement on letterhead (4) Study Abroad Committee Course Proposal Form and (5) background check verification. Indicate short term begin and end dates as the official dates working with the program.
- Tag Global HR in a note and include OIE as an approver.

Global HR
- Review faculty member appointment for insurance and tax implications.

International Education
- Review and approval of package to ensure an approved study abroad course proposal form has been submitted and completion of the mandatory study abroad training and training attestation.

Faculty Affairs
- Regular review and approval of package by Faculty Affairs. Faculty Affairs and the Associate Vice Provost for Advocacy and Conflict Resolution will also ensure faculty are in good standing and not currently under a disciplinary or performance-related investigation or sanction.

Faculty’s School
- Mark package as accepted and notify faculty member and Program Director.
- In collaboration with the Program Director, upload a signed Offer Letter in GT-TRACS.
- Complete OneUSG Transaction or Summer Pay Panel (if needed).

No formal offer should be made without prior approval from Faculty Affairs. The GT-TRACS package should be submitted as early as possible to allow time for appropriate review and approvals.

Document templates and background check information can be found at https://ea.oie.gatech.edu/content/faculty-and-staff-protocols

https://ea.oie.gatech.edu/faculty-and-staff-protocols

Cannot receive more than 33.33 salary
Teaching Packages

Academic Professionals, Research Faculty, and Staff adding Teaching duties:

   - Specify short-term begin and end dates
   - Draft letter *(retain current title – cannot hold two titles)*
   - Updated CV/Resume
   - Copy of Transcript if official transcript is on file in OFA. Official transcript if it is not already on file in OFA
   - Flexible Work Arrangement if employee is receiving additional compensation for a class that is taught during regular business hours
   - Teaching CIP
   - Justification if the individual does not have an advanced degree in the field in which they are teaching
   - Be sure org 609 is included in routing workflow

2. After the package is approved, submit Banner Access request with signed FERPA Form.
Teaching CIP Codes

What is the CIP?
The Classification of Instructional Programs (CIP) provides a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity.

• Critical to Georgia Tech's SACS-COC Accreditation
• Updated codes for 2020

National Center for Education Statistics (NCES)
CIP Search
Official Transcripts

- Appropriate documentation critical to GT SACS-COC accreditation compliance.

- Official transcripts must be **signed and dated** to attest to having received as an **original, official document**, and sent to Faculty Affairs. Send transcripts once GT-TRACS package has been **routed for review**.
  - DocuSign may be used to provide signature/date attestation – forward completed document to **ofa-transcripts@gatech.edu**, or
  - Campus Mail Code **0740**

- Secure, certified electronic transcripts may be issued to a unit representative or directly to Georgia Tech via Faculty Affairs at **ofa-transcripts@gatech.edu**. If received by the unit, the transcript must still be signed/dated by the recipient to attest to having received as an original, official transcript.
  - **Security permissions on some electronic transcripts prohibit the file from being "printed" to a file and uploaded. In this case, you must physically print the transcript in order to sign/date the document, and then forward to Faculty Affairs.**

- For all non-US degrees, a foreign credential evaluation is required in addition to the degree documents. Evaluations accepted via **AICE** or **NACE** member organizations. A foreign credential evaluation is **not** the same as a document translation.
Transcripts – GT Degrees

• For Georgia Tech degrees, upload an unofficial “Advisor Transcript” (available via GT Reports – reports.gatech.edu) in PDF format.

• Note: DegreeWorks audit reports and “OSCAR” transcripts are not sufficient substitutions.

• GT Reports access may be requested via the Office of the Registrar by your Banner department contact, if necessary.
Limited-Term faculty hired without a search are strictly limited to two (2) years in the position.

**Best Practice = Conduct a Search**

- GT-TRACS: Enter Short Term Begin & End Dates
- Recommend reviewing and taking action at least 90 days prior to term/end date.

Tips for monitoring these positions:
- Maintain internal tracking spreadsheet/calendar
- LITE Reports – HR Ad-Hoc & Future-Dated Term
- Set GT-TRACS package Reminders
Intra-USG & AAU Recruitment Reminders

• USG Policy on **Intrasystem Recruitment**
  • Hiring manager should intentionally engage employee to confirm that ample notice is provided to their supervisor
  • For instructional faculty or leadership positions, please notify Faculty Affairs as early as possible in GT-TRACS package to help coordinate notifications outlined in policy
  • Offer letter template language – see [misc. caveats](#)

• AAU Recruitment – offers after April 1
  • Notify Faculty Affairs as early as possible in package to work with Provost’s office on courtesy notification
FAQs and Common Errors

Faculty Affairs FAQs posted to FA website. [https://faculty.gatech.edu/sites/default/files/images/faculty_affairs_faqs_-_2022-01-31.pdf](https://faculty.gatech.edu/sites/default/files/images/faculty_affairs_faqs_-_2022-01-31.pdf)

Examples:

• Which package type should be used when...
• What positions have to be posted?
• How do I access the EEO data/report for a Job Opening?
• Which faculty receive contracts?
• When are background checks required?

Send us suggested additions!
To avoid returned packages, be sure to:

- Use appropriate package type and naming conventions
  - New Limited Term – "FY22 New Research Scientist I"
- Include all required data elements
- Include all attachments and select Attachment Type description
- Enter complete degree information, checkbox for contingent
- Include Teaching CIP if teaching is part of the appointment
- Review workflow, add any approvers as needed
- Assign gtID number; update package if start date and/or salary change

### Action Type | Package Name | Package Type | Approval Orgs | Required on Package Info Tab | Required Attachments
--- | --- | --- | --- | --- | ---
New Regular Research Faculty | FY[Year] New [Position] | Appointment | School/Unit College/Lab RPA | Proposed Title; Employment Type; New Hire Y/N, Effective Date, Short Term Begin/End (if applicable), Citizenship, Degree Info, annual or hourly Salary | Job Posting (Include posting date & site)*
| | | | | Draft Offer Letter | Resume/CV
| | | | | Official Transcript; FCE for non-US institutions | Reference Letters (3)
| | | | | All Affirmative Action documents |
Common Errors: OneUSG Connect

- Position must be correct first – Job Code, Pay Group, FTE, etc.
- Executed offer letter in GT-TRACS and package "Accepted". Updated letters must be uploaded to TRACS and approved by Autumn or David prior to submission of OneUSG transaction.
- Start dates can be adjusted via MSS transaction once DHF has been fully-approved.
- Official transcript sent to Faculty Affairs prior to DHF/Careers hire transaction

Ad-Hoc Approvers
- College/Upper-Level Unit Approver on all transactions, if required
- All Foreign National transactions – Lori Jones
- Careers Job Opening and Job Offer – Autumn (academic) or Karen (research)
- Supplemental Pay (only) – Gregory Hampton. *Do not add for Ad Hoc Salary transactions.*
- Leave of Absence – Gail Imoukhuede
- Avoid duplicate approvers (i.e., FA in Level 4 and inserted Ad-Hoc)

Action Reason Codes

Attachments

Effective Dates – *day after entered date*

Payroll Calendar Deadlines (FA = Level 4) – [https://hr.gatech.edu/payroll](https://hr.gatech.edu/payroll)
2023-2024 Hiring Deadlines for Academic/Instructional Faculty Appointments

- **Summer 2023**
  - April 19  GT-TRACS packages due to Faculty Affairs
  - May 3    OneUSG Transactions due to Faculty Affairs

- **Fall 2023**
  - June 21  GT-TRACS packages due to Faculty Affairs for new hires
  - July 1   GT-TRACS packages due to Faculty Affairs for fall retentions
  - July 5   OneUSG transactions due to Faculty Affairs for new hires
  - July 19  OneUSG Transactions due to Faculty Affairs for fall retentions
  - July 19  GT-TRACS packages due to Faculty Affairs for reappointments
  - July 24  OneUSG Transactions due to Faculty Affairs for reappointments
  - July 24  Supplemental Pay Transactions due to Faculty Affairs for relocation, administrative appointments

- **Spring 2024**
  - December 1  GT-TRACS packages due to Faculty Affairs
  - December 13 OneUSG Transactions due to Faculty Affairs

*Note: These dates are subject to change as new OneUSG deadlines are communicated.*
On-Going Reminders & Updates

• Hiring Process Improvements Underway
  • Faculty Employment Offer Process
  • Administrative Excellence – Hiring
  • Administrative Service Center Implementation

• Always refer to FA website for current docs/resources
  • GT-TRACS Package Requirements Charts
  • Offer Letter Templates
  • FAQs and Common Errors
  • Training and Other Resources
## Who to Contact

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Additional Mini-Sessions Coming Soon

- RPT – Separate workshops for each group
- Appointments at Georgia Tech Europe
- Supplemental Pay
- Tenure on Appointment
- Administrative Appointments
- Other topics of interest? Let us know!