

GT-TRACS Package Requirements for ACADEMIC FACULTY

Action Type	Package Name	Package Type	Approval Orgs	Required Fields on Package Info Tab	Required Attachments
Non Tenure-Track New Appointment	[FY or Semester] New [Position]	Appointment	School College OFA (609)	Proposed Title, Tenure Track ( <i>no</i> ), Employment Type, WorkTime Type, Effective Date, Short Term Begin and End Date ( <i>if applicable</i> ), Contract Type ( <i>must match offer letter</i> ), Degree Info, Teaching CIP, Salary Data	<ul style="list-style-type: none"><li>• Draft <a href="#">Offer Letter</a></li><li>• Transcripts (or note confirming they have been sent)</li><li>• CV</li><li>• Job Opening Report</li><li>• Applicant Pool Summary Data</li><li>• Reference Letters (3) required for full-time</li><li>• <a href="#">Part-Time Teaching Faculty Agreement Form</a> (<i>if applicable</i>)</li></ul>
Non Tenure-Track Reappointment	[FY or Semester] Reappointment [Position]	Appointment	School College OFA (609)	Proposed Title, Tenure Track ( <i>no</i> ), Employment Type, WorkTime Type, Effective Date, Short Term Begin and End Date ( <i>if applicable</i> ), Contract Type ( <i>must match offer letter</i> ), Degree Info, Teaching CIP, Salary Data	<ul style="list-style-type: none"><li>• Draft <a href="#">Offer Letter</a></li><li>• <a href="#">Part-Time Teaching Faculty Agreement Form</a> (<i>if applicable</i>)</li></ul>
Tenured/Tenure-Track New Appointment	[FY] New [Position]	Appointment	School College OFA (609)	Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type ( <i>must match offer letter</i> ), Degree Info, Teaching CIP, Salary Data	<ul style="list-style-type: none"><li>• Draft <a href="#">Offer Letter</a> (including prior credit, if applicable)</li><li>• Transcripts (or note confirming they have been sent)</li><li>• CV</li><li>• Job Opening Report</li><li>• Applicant Pool Summary Data</li><li>• Reference Letters (3)</li></ul>
Tenure on Appointment  (Tenure dossier submitted via <b>PROMOTE</b> ; hiring package should be submitted via GT-TRACS as above)		[Submitted via <b>PROMOTE</b> ]	School College OFA (609) [Institute P&T Committee] Provost (600) President (800)		<ul style="list-style-type: none"><li>• CV (any format)</li><li>• Sample External Reviewer Request(s)</li><li>• 5 External Reviewer Letters</li><li>• Teaching Evaluations</li><li>• School Committee Letter (must address all 3 tenure criteria)</li><li>• School Chair Letter (must address all 3 tenure criteria)</li><li>• College Committee Letter</li><li>• Dean Letter</li><li>• Waiver</li><li>• Personal Narrative (any format)</li><li>• Biosketch</li></ul>

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Administrative Appointments	[FY] [Position]	Appointment	School College OFA (609)	Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Short Term Begin and End Date, Contract Type ( <i>must match offer letter</i> ), Degree Info, Teaching CIP, Salary Data	<ul style="list-style-type: none"><li>Draft <a href="#">Offer Letter</a> (with salary broken down by <i>base salary</i> + <i>administrative stipend</i> = total salary)</li><li>Updated CV</li><li>Job Opening Report/Documentation that a search was performed</li><li>Any Supporting Documentation</li></ul>
Changes in Appointment	[Semester] [Position]	Appointment	School College OFA (609)	Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type ( <i>must match offer letter</i> ), Degree Info, Teaching CIP, Salary Data	<ul style="list-style-type: none"><li>Draft <a href="#">Offer Letter</a></li><li>Updated CV</li><li>Any Supporting Documentation</li></ul>
Rehired Retiree (RBW) Appointment – Administration/Research	[FY or Semester] RBW	Appointment	School College OFA (609)	Proposed Title, Effective Date, Short Term Begin and End Date, Salary Data	<ul style="list-style-type: none"><li>Draft <a href="#">Offer Letter</a></li><li><i>Include dates, monthly or hourly salary, and FTE in the letter.</i></li><li><i>Include funding source in the notes</i></li></ul>
Rehired Retiree (RBW) Teaching	[FY or Semester] RBW	Appointment	School College OFA (609)	Proposed Title, Effective Date, Short Term Begin and End Date, Salary Data	<ul style="list-style-type: none"><li>Draft <a href="#">Offer Letter</a></li><li><i>Include dates, monthly salary, course name, course number, and credit hours in the letter.</i></li></ul>
Retention or other Salary Increase (no change in terms of appointment)	[FY] Retention or [FY] Market Adj or [FY] Equity	Retention/ Sal Inc	School College OFA (609)	Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type ( <i>must match offer letter</i> ), Teaching CIP, Salary Data	<ul style="list-style-type: none"><li>Draft <a href="#">Offer Letter</a> or notification memo to employee</li><li>Updated CV</li><li>Supporting Documentation (<i>e.g., comparative salary data for internal equity or external offer letter for retention</i>)</li></ul>

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Appointments to Endowed Positions	[Semester] [Position]	Appointment	School College OFA (609)	Proposed Title ( <i>Endowed Chair or Professor</i> ), Tenure Information, Employment Type, WorkTime Type, Effective Date, Short Term Begin and End Date, Contract Type ( <i>must match offer letter</i> ), Degree Info, Teaching CIP, Salary Data	<ul style="list-style-type: none"><li>Draft <a href="#">Offer Letter</a></li><li>Updated CV</li><li>Documentation that a search was performed</li><li>Any Supporting Documentation</li></ul>
Retirement/Resignation	[FY] Retirement or [FY] Resignation	Other	School College OFA (609)	Must add College and OFA (609) to approvals tab	<ul style="list-style-type: none"><li>PDF Resignation/Retirement letter from employee, including indication of last working date</li><li>Tag Cindy Hope (OSP) in note, if sponsored research funding</li></ul>
Request for Emeritus Status	[FY] Emeritus Status	Other	School College OFA (609) President (800)	Select “Award of Emeritus Title” under “Other Type”	<ul style="list-style-type: none"><li><a href="#">Emeritus Form</a></li><li>Updated CV</li><li>Recommendation Letter</li><li>Include note that provides candidate’s full home mailing address</li></ul>
Absence from Campus	[Semester] Absence	Other	School College OFA (609)	Must add College and OFA (609) to approvals tab	<ul style="list-style-type: none"><li>Approved <a href="#">Absence from Campus Form</a></li><li>Export Control Form or verification of approval, if traveling internationally</li></ul>
Leave of Absence (8 weeks to 1 year)	[Semester] LOA	Other	School College OFA (609)	Must add College and OFA (609) to approvals tab	<ul style="list-style-type: none"><li>Signed <a href="#">Leave of Absence Form</a></li><li><a href="#">OSP LoA Checklist</a> and tag Vannessa Daniels in a note</li><li>Export Control Form or verification of approval, if traveling internationally</li></ul>

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Leave of Absence (beyond 1 year)	[Semester] LOA Extension	Other	School College OFA (609) [BoR]	Must add College and OFA (609) to approvals tab	<ul style="list-style-type: none"><li>Signed <a href="#">Leave of Absence Form</a></li><li><a href="#">OSP LoA Checklist</a> and tag Vannessa Daniels in a note</li><li>Draft letter from the Provost to the Chancellor</li><li>Export Control Form or verification of approval, if traveling internationally</li></ul>
ASMD	[Semester] ASMD	Other	School College OFA (609) Provost (600)	Must add College and OFA (609) to approvals tab, \$10,000 commitment to Provost (600)	<ul style="list-style-type: none"><li>Signed <a href="#">ASMD Form</a></li></ul>
Dual Appointment Agreements (DAA)	[Semester] DAA	Other	School College OFA (609)	Must add College and OFA (609)	<ul style="list-style-type: none"><li>Signed <a href="#">USG Dual Appointment Form</a></li><li>Signed <a href="#">GT Dual Appointment Coversheet</a></li></ul>
External Adjunct Appointments	[Semester] External Adjunct	Appointment	School College OFA (609)	Proposed Title, Employment Type ( <i>temp</i> ), WorkTime Type ( <i>FT</i> ), Effective Date, End Date, Degree Info, Teaching CIP	<ul style="list-style-type: none"><li>Draft <a href="#">Offer Letter</a></li><li>Transcripts (or note confirming they have been sent)</li><li>CV</li></ul>
Internal Adjunct Appointments	[Semester] Internal Adjunct	Appointment	School (both) College (both) OFA (609)	Proposed Title, Employment Type ( <i>temp</i> ), WorkTime Type ( <i>FT</i> ), Effective Date, End Date, Degree Info, Teaching CIP	<ul style="list-style-type: none"><li>Draft <a href="#">Offer Letter</a></li><li>Transcripts (or note confirming they have been sent)</li><li>CV</li></ul>
Extensions to the Probationary Period	[Semester] Tenure Clock Extension	Other	School College OFA (609)	Must add College and OFA (609) to approvals tab	<ul style="list-style-type: none"><li><a href="#">Extension of the Probationary Period Request Form</a></li></ul>

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Academic Professional or Staff Adding Teaching Duties	[Semester] Teaching	Appointment	School College OFA (609)	Proposed Title ( <i>retain current title</i> ), Tenure Track ( <i>no</i> ), Employment Type, WorkTime Type, Effective Date, Short Term Begin and End Date, Degree Info, Teaching CIP, Salary Data, Background Check^	<ul style="list-style-type: none"><li>Draft <a href="#">Offer Letter</a> (<i>retain current title</i>)</li><li><a href="#">Approved Flexwork Arrangement form</a> (<i>if extra comp, teaching during regular business hours</i>)</li><li>Updated CV or Resume</li><li>Copy of Official Transcript</li><li>Background Screen Clearance (if new, first-time GT teaching assignment)</li></ul>
Intergovernmental Personnel Act (IPA) Agreements	FY[Year] IPA	Appointment	School/Unit College/Lab OFA (609)	Proposed Title; Employment Type; New Hire Y/N, Citizenship, Effective Date, Degree Info, Salary Data	<ul style="list-style-type: none"><li>Draft <a href="#">Offer Letter</a></li><li>IPA Agreement Documentation</li><li><a href="#">OSP LoA Checklist</a></li><li>Export Control Form or verification of approval, if traveling internationally</li></ul>
Course Overload	[Semester] Overload	Other	School College	Does not need to be routed to OFA. OneUSG supp pay transaction to follow.	<ul style="list-style-type: none"><li><a href="#">GT Course Overload Form</a></li></ul>

\* In addition to uploading Careers Job Opening Report, the Job Opening ID and Position Number should be listed in Package Info tab.  
^ Background Screening will be required to process hire transactions for new hires, transfer into a Position of Trust, or new teaching assignment.