GT-TRACS Package Requirements for RESEARCH FACULTY

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 FA	Proposed Title; Employment Type; New Hire Y/N, Effective Date, Short Term Begin/End (if applicable), Citizenship, Degree Info, Salary data	• Draft Offer Letter • CV/Resume • Official Transcript; FCE for non-US Institutions • Reference Letters (3) • Job Opening Report • Applicant Pool Summary Data
New Limited-Term Research Faculty *(maximum two-year appointment)*	FY[*Year*] New [*Position*] - LT	Appointment	School/Unit College/Lab FA	Proposed Title; Employment Type; New Hire Y/N, Effective Date, Short Term Begin/End dates (if applicable), Citizenship, Degree Info, Salary data	• Draft Offer Letter (including end date) • CV/Resume • Official Transcript; FCE for non-US Institutions • Reference Letters (3)
Transfer (Change in Position), Administrative Appointment, or Interim Assignment	FY[*Year*] Xfr [*Position*] or FY[*Year*] [*Admin Title*] or FY[*Year*] Interim [*Position*]	Appointment	School/Unit College/Lab FA	Proposed Title; Employment Type; New Hire Y/N, Effective Date, Begin/End dates (if applicable), Citizenship, Degree Info, Salary data, Background Check^	• Draft Offer Letter (including end date, if applicable) • Current CV/Resume • If official transcript is on file with FA, add note in package • Internal comp/equity data or other justification, if salary increase • Background Screen Clearance^ (if Position of Trust) • **If search required for position or if transferring from LT to a Regular position, include: Careers Job Opening Report and Applicant Pool Summary Data
Change in Appointment *(Changes in terms of current Appointment, such as permanent Additional Duties; no change in Position)*	FY[*Year*] [*Position*]	Appointment	School/Unit College/Lab FA	Proposed Title; Employment Type; New Hire Y/N, Effective Date, Citizenship, Degree Info, Salary data	• Draft Offer Letter (including end date, if applicable) • CV/Resume • Internal salary comp/equity data or other justification, if salary increase • Any supporting documentation (e.g., justification memo)

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New Postdoctoral Fellow	FY[*Year*] New Postdoctoral Fellow	Appointment	School/Unit College/Lab OFA	Proposed Title; Employment Type; New Hire Y/N, Effective Date, Begin/End dates, Citizenship, Degree Info, Salary data	• Draft Offer Letter (include begin and end dates) • CV/Resume • Official Transcript; FCE for non-US Institutions • Reference Letters (3)
Postdoctoral Scholar (Affiliate)	FY[*Year*] Postdoctoral Scholar	Appointment	School/Unit College/Lab OFA	Proposed Title; Employment Type (Temporary); New Hire Y/N, Effective Date, Begin/End dates, Citizenship, Degree Information	• Offer/Invitation letter (include begin and end dates) • CV/Resume • Funding letter from sponsoring agency • Official Transcript; FCE for non-US Institutions
New Visiting Research Faculty *(For Part-Time; regular new hire package required for benefits-eligible Visiting position.)*	FY[*Year*] New Visiting [*Position*]	Appointment	School/Unit College/Lab OFA	Proposed Title; Employment Type; New Hire Y/N, Effective Date, Begin/End dates, Citizenship, Degree Info, Salary data, Background Check^	• Draft Offer Letter (include begin and end dates) • CV/Resume • Official Transcript; FCE for non-US Institutions • Funding Letter (if applicable) *Regular new hire package required for benefits-eligible Visiting position.*
Extension of Current Appointment	FY[*Year*] Extension [*Position*]	Appointment	School/Unit College/Lab OFA	Proposed Title; Employment Type; New Hire (N), Effective Date, Begin/End dates, Citizenship, Degree Info, Salary data	• Original/Current Appointment Offer Letter • Draft Offer letter with extension date ***Package should be initiated at least 60 days prior to term date***
Rehire *(same rank/position)*	FY[*Year*] Rehire [*Position*]	Appointment	School/Unit College/Lab OFA	Proposed Title; Employment Type; New Hire Y/N, Citizenship, Effective Date, Degree Info, Salary data, Background Check^	• Draft Offer Letter (include end date, if applicable) • CV/Resume • Reference Letters (3) • If official transcript is on file, add note in package **If transferring to a Regular position, include: Careers Job Opening Report and Applicant Pool Summary Data

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Salary Increase Requests – *Internal Equity, Market Adjustment, or Retention* *(no change in duties/ appointment)*	[FY] Retention or [FY] Market Adj or [FY] Equity	Retention/ Sal Inc	School/Unit College/Lab OFA	Proposed Title; Employment Type; Citizenship, Effective Date, Current and Proposed Salary data	• Draft notification memo to employee • Comparative department/unit salary data required for equity increases and/or relevant market data or other justification • CV/Resume and current Job Description • If Prevailing Wage, include documentation from Global HR
Rehired Retiree (RBW) Appointment – Research/Administration	[FY or Semester] RBW	Appointment	School College OFA	Proposed Title, Effective Date, Short Term Begin and End Date, Salary data	• Draft Offer Letter • *Include dates, monthly or hourly salary, and FTE in the letter.* • *Include funding source in the notes*
Joint/Concurrent Appointment *(working in two depts)* **If teaching, follow Adding Teaching Duties package below*	FY[Year] Joint Hire [Current Position]	Appointment	School/Unit (both depts) College/Lab (both depts) OFA	Proposed (Current) Title, Courtesy Appointment Org, Effective Date, End Date, Degree Info	• Draft Offer Letter – *include begin date, end date (if applicable), percent time in both units and salary*
Research Faculty Adding Teaching Duties	[Semester] Teaching	Appointment Select Faculty Type: Academic	School/Unit College/Lab OFA	Faculty Type (Academic), Proposed Title (retain current title), Tenure Track (no), Empl Type, WorkTime Type, Effective Date, Short Term Begin/End Date, Degree Info, Teaching CIP, Salary, Background Check^	• Draft Offer Letter (retain current title) • Approved Flexwork Arrangement form *(if extra comp, teaching during regular business hours)* • Updated CV/Resume • Copy of Official Transcript • Background Check^ (if new teaching assignment)
Leave of Absence (LOA) *8 weeks to 1 year*	FY[Year] LOA	Other	School/Unit College/Lab OFA (616)	Include Job Title in Note	• Approved Leave of Absence Form • OSP LoA Checklist and tag Vannessa Daniels in a note • If international travel: Add note to confirm International Assignment e-form (iStart) has been initiated. Upload Export Control approval email notification once complete. • Notify GTHR Benefits Specialist in Notes section or upload documentation confirming review by GTHR Benefits.

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Leave of Absence (beyond 1 year)	[Semester] LOA Extension	Other	School/Unit College/Lab OFA (616) *[BoR]*	Must add College and OFA (609) to approvals tab	• Signed Leave of Absence Form • OSP LoA Checklist and tag Vannessa Daniels in a note • If international travel: Add note to confirm International Assignment e-form (iStart) has been initiated. Upload Export Control approval email notification once complete. • Draft letter from the EVPR/Provost to the Chancellor; subject to BoR approval
Resignation/Retirement	FY[*Year*] Resignation *or* FY[*Year*] Retirement	Other	School/Unit College/Lab OFA (616)	Include last date worked in Comments section.	• PDF Resignation letter or email from employee, including indication of last working date
Termination – Lack of Funding (LOF)	FY[*Year*] Termination - LOF	Other	School/Unit College/Lab OFA (616)	Must add EVPR (120) to approvals tab	• Tag Kyla Ross and David Bamburowski in a note • Original Offer Letter • Draft Termination Letter – see template • Memo listing any other employees on same funding source/impact • *(Ad-Hoc GTHR Employee Relations contact on OneUSG transaction)*
Termination – Performance	FY[*Year*] Termination – Performance	Other	School/Unit College/Lab OFA (616)	Must add EVPR (120) to approvals tab	• Tag Kyla Ross and David Bamburowski in a note • Correspondence/approval from GTHR Employee Relations or note to confirm ER term intake form has been initiated • *(Ad-Hoc GTHR Employee Relations contact on OneUSG transaction)*
External Adjunct *(Courtesy Appointment)*	FY[*Year*] External Adjunct	Appointment	School/Unit College/Div OFA	Proposed Title; Employment Type; Effective Date, Begin/End Dates, Degree Info, Background Check^	• Draft Offer Letter • Transcripts or a note stating they are on file • CV/Resume
Internal Adjunct *(Courtesy Appointment)*	FY[*Year*] Internal Adjunct	Appointment	School/Unit College/Div OFA	Proposed (Current) Title, Courtesy Appointment Org, Effective Date, Begin/End Dates, Degree Info	• Draft Offer Letter (*include begin and end dates, percent time in both units*) • Transcripts or a note stating they are on file • CV/Resume

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Requests for Emeritus Status	FY[*Year*] Emeritus Status	Other	School/Unit College/Div OFA (616) President (800)	Select "Award of Emeritus Title" under "Other Type"	• Emeritus Form • Updated CV/Resume • Recommendation Letter • Include note that provides candidate's full home mailing address
Dual Appointment Agreements (DAA)	FY[Year] DAA	Other	School/Unit College/Div OFA (616)	Must add College/Division and OFA (609) to approval routing	• Signed USG Dual Appointment Form • Signed GT Dual Appointment Coversheet
Change in Percent Time (for more than six months *or* change in benefits eligibility)	FY[*Year*] Percent Time Change	Appointment	School/Unit College/Lab OFA	Proposed Title (retain current title), Employment Type, Effective Date, Degree Info, Salary data	• Draft Offer Letter (retain current title) • Updated CV/Resume • Justification memo and/or request from employee
Intergovernmental Personnel Act (IPA) Agreements	FY*[Year]* IPA	Appointment	School/Unit College/Div OFA	Proposed Title; Employment Type; New Hire Y/N, Citizenship, Effective Date, Degree Info, Salary data	• Draft Offer Letter • IPA Agreement Documentation • OSP LoA Checklist and tag Vannessa Daniels in a note • If international travel: Add note to confirm International Assignment e-form (iStart) has been initiated. Upload Export Control approval email notification once complete.
Faculty Temp Assignment Pay *(One-Time Supplemental Pay)*	FY[Year] Temp Supp Pay	Other	School College *(OFA not needed)*	Does not need to be routed to OFA. OneUSG supp pay transaction to follow.	• Signed offer letter or PDF generated by GTHR Supp Pay Intake

* 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.*