

**GT-TRACS Package Requirements for ACADEMIC FACULTY**

Action Type	Package Name	Package Type	Approval Orgs	Required Fields on Package Info Tab	Required Attachments
<b>Non Tenure-Track New Appointment</b>	<i>[FY or Semester] New [Position]</i>	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>• Careers Job Opening Report*</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>
<b>Non Tenure-Track Reappointment</b>	<i>[FY or Semester] Reappointment [Position]</i>	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>
<b>Tenured/Tenure-Track New Appointment</b>	<i>[FY] New [Position]</i>	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>• Careers Job Opening Report*</li> <li>• Reference Letters (3)</li> </ul>
<b>Tenure on Appointment</b>  <i>(Tenure dossier submitted via <b>PROMOTE</b>; hiring package should be submitted via GT-TRACS as above)</i>		<i>[Submitted via <b>PROMOTE</b>]</i>	School College OFA (609) <i>[Institute P&amp;T Committee]</i> 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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<b>Administrative Appointments</b>	[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 + administrative stipend</i> = total salary)</li> <li>• Updated CV</li> <li>• Careers Job Opening Report*/Documentation that a search was performed</li> <li>• Any Supporting Documentation</li> </ul>
<b>Changes in Appointment</b>	[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>
<b>Rehired Retiree (RBW) Appointment – Administration/Research</b>	[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>
<b>Rehired Retiree (RBW) Teaching</b>	[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>
<b>Retention or other Salary Increase</b> <i>(no change in terms of appointment)</i>	[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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<b>Appointments to Endowed Positions</b>	[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>
<b>Retirement/Resignation</b>	[FY] Retirement or [FY] Resignation	Other	School College OFA (616)	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>
<b>Request for Emeritus Status</b>	[FY] Emeritus Status	Other	School College OFA (616) 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>
<b>Absence from Campus</b>	[Semester] Absence	Other	School College OFA (616)	Must add College and OFA (616) to approvals tab	<ul style="list-style-type: none"> <li>• Approved <a href="#">Absence from Campus Form</a></li> <li>• If international travel: Add note to confirm International Assignment e-form (iStart) has been initiated. Upload Export Control approval email notification once complete.</li> </ul>
<b>Leave of Absence (8 weeks to 1 year)</b>	[Semester] LOA	Other	School College OFA (616)	Must add College and OFA (616) 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 Vanessa Daniels in a note</li> <li>• If international travel: Add note to confirm International Assignment e-form (iStart) has been initiated. Upload Export Control approval email notification once complete.</li> </ul>

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<b>Leave of Absence (beyond 1 year)</b>	[Semester] LOA Extension	Other	School College OFA (616) [BoR]	Must add College and OFA (616) 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 Vanessa Daniels in a note</li> <li>Draft letter from the Provost to the Chancellor</li> <li>If international travel: Add note to confirm International Assignment e-form (iStart) has been initiated. Upload Export Control approval email notification once complete.</li> </ul>
<b>ASMD</b>	[Semester] ASMD	Other	School College OFA (616) Provost (600)	Must add College and OFA (616) to approvals tab, \$10,000 commitment to Provost (600)	<ul style="list-style-type: none"> <li>Signed <a href="#">ASMD Form</a></li> </ul>
<b>Dual Appointment Agreements (DAA)</b>	[Semester] DAA	Other	School College OFA (616)	Must add College and OFA (616)	<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>
<b>External Adjunct Appointments</b>	[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>
<b>Internal Adjunct Appointments</b>	[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>
<b>Extensions to the Probationary Period</b>	[Semester] Tenure Clock Extension	Other	School College OFA (616)	Must add College and OFA (616) 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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Action Type	Package Name	Package Type	Approval Orgs	Required Fields on Package Info Tab	Required Attachments
<b>Academic Professional or Staff Adding Teaching Duties</b>	[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 <sup>^</sup>	<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>
<b>Intergovernmental Personnel Act (IPA) Agreements</b>	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> and tag Vanessa Daniels in a note</li> <li>If international travel: Add note to confirm International Assignment e-form (iStart) has been initiated. Upload Export Control approval email notification once complete.</li> </ul>
<b>Course Overload</b>	[Semester] Overload	Other	School College (OFA not needed)	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>
<b>Faculty Temp Assignment Pay (One-Time Supplemental Pay)</b>	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.	<ul style="list-style-type: none"> <li>Signed offer letter or PDF generated by <a href="#">GTHR Supp Pay Intake</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.

<sup>^</sup> Background Screening will be required to process hire transactions for new hires, transfer into a Position of Trust, or new teaching assignment.