

## FACULTY HIRING & APPOINTMENTS FAQs

CATEGORY & KEY WORDS	QUESTION	ANSWER
GT-TRACS, OneUSG, Careers	What are the steps for hiring academic faculty?	Please refer to the current version of the “Guidance on Academic and Research Faculty Appointments” document posted online on the Faculty Affairs website.
GT-TRACS, OneUSG, Careers	What are the steps for hiring research faculty?	Please refer to the current version of the “Guidance on Academic and Research Faculty Appointments” document posted online on the Faculty Affairs website.
GT-TRACS	What documents are required to be attached in a GT-TRACS package?	Package requirements vary by type of action being outlined. Be sure to always refer to the current “GT-TRACS Package Requirements” charts posted online on the Faculty Affairs website.
GT-TRACS, OneUSG Salary Increase	What type of GT-TRACS package do I submit when increasing salary as a result of additional duties (remaining within the same position/appointment)?	This should be submitted as a “Change in Appointment” package in GTTRACS. The package should include salary compensation/equity data and/or other justification for the salary increase.
	What OneUSG transaction(s) have to be submitted once the package is approved?	Once approved, both the corresponding Add/Change Position and Job Reclassification transactions will have to be submitted in OneUSG Connect.
GT-TRACS, Postdocs	What package type should be used when Postdoc is hired into a Research Faculty position?	Follow the “Transfer” GT-TRACS package type requirements.
GT-TRACS, OneUSG	Can a package/hire be approved when a degree is still in progress?	Yes, as long as the offer letter clearly includes the degree contingency language. The OneUSG Connect transaction cannot be submitted or approved until the requirements in the contingency paragraph have been met. This could mean temporarily appointing an Academic Professional as an Associate Academic Professional if the PhD has not been completed.

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GT-TRACS, Salary Increase	<b>What documents are required for a salary increase package (increase within same position versus moving to a new position/appointment)? Which package type should be used?</b>	If the salary is changing as a result of a new position or appointment, follow the GT-TRACS package requirements chart for a Transfer (Change in Position), Interim Assignment, or Administrative Appointment package. The package should include salary compensation/equity data and/or other justification for the salary increase.
GT-TRACS	<b>How are Visiting Research Scholar appointments being handled (not benefits eligible)? What is needed for a visiting professor appointment?</b>	Please refer to the current version of the “Guidance on Academic and Research Faculty Appointments” document posted online on the Faculty Affairs website. Additionally, the specific package requirements may be found in the “GTTRACS Package Requirements” chart posted online on the Faculty Affairs website.
GT-TRACS, OneUSG	<b>Once a GT-TRACS package has been approved, can the candidate start working?</b>	All transactions should be completed prior to the employee beginning work. Please contact Faculty Affairs early in the process if you feel that you have an exceptional case.
Limited-Term	<b>How long can a person remain in a limited-term position?</b>	Per USG policy, a faculty member can work up to two years without a search. Faculty members not hired through a search must be placed in either a visiting or a limited-term job title.
Limited-Term	<b>How long can a person remain in a Postdoctoral Fellow position?</b>	5 years.
OneUSG – Careers, Limited-Term	<b>Do limited-term positions have to be posted?</b>	Per USG policy, a faculty member can work up to two years without a search. Faculty members not hired through a search must be placed in either a visiting or a limited-term job title.
OneUSG – Careers, Limited-Term, Lecturer	<b>Is posting required in Careers for a limited-term lecturer?</b>	No. If an appointment is less than two years and/or less than 75% time, a job posting/search is not required. That being said, the closer you get to 75% time, the more closely units need to evaluate the terms of the appointment to ensure we are fully in compliance. Please consult with Faculty Affairs as appropriate.

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OneUSG – Careers	Do all faculty positions have to be posted in Careers?	All positions that require a search are to be posted in Careers, with the exception of named faculty appointments and certain administrative positions. Please contact FA if you have questions about posting requirements for an administrative appointment. <i>Note: GTRI has not yet been integrated into Careers and currently posts via a separate system.</i>
OneUSG – Careers, Postdocs	Are Postdoc positions required to be posted?	While recommended best practice, posting Postdoc positions is not required at this time.
OneUSG – Careers, Job Opening	What are the required fields for a job opening in Careers?	Please refer to the “Careers – Faculty Job Opening Checklist” document found online on the Faculty Affairs website.
OneUSG – Careers, Job Opening	What should be included as minimum requirements for a position in the Careers Job Opening?	Please refer to the “Careers – Faculty Job Opening Checklist” document found online on the Faculty Affairs website.
OneUSG – Careers, Job Opening Report	How do I access the “Job Opening Report” in Careers?	Please refer to the “Careers – Faculty Job Opening Checklist” document found online on the Faculty Affairs website. Additionally, a <a href="#">ServiceNow job aid</a> is also available.
OneUSG – Careers, Open Rank	How can a position be posted as “open rank”? How do I submit the hire transaction when the rank has been determined for the specific hire?	Please refer to the “Careers – Faculty Job Opening Checklist” document found online on the Faculty Affairs website.
OneUSG – Supplemental Pay and Ad-Hoc Salary	Are any additional approvers required for Supplemental Pay or Ad-Hoc Salary transactions in addition to Level 4?	Yes, Gregory Hampton (GTHR Payroll) must be inserted as an Ad-Hoc Approver on all <i>Supplemental Pay</i> transactions in OneUSG Connect, after Level 4 and prior to Level 5. However, he should <u>not</u> be inserted as an AdHoc Approver on Ad-Hoc Salary transactions.
Transcripts	When do I send transcripts to Faculty Affairs?	Once the GT-TRACS package has been routed for approvals, final official transcripts can be sent to Faculty Affairs; transcripts must be received in FA prior to the OneUSG hire transaction being submitted.

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Transcripts, GT Degrees	<b>Do I have to submit an official transcript for Georgia Tech awarded degrees?</b>	No, for Georgia Tech degrees please upload a “GT Advisor” Transcript generated via GT Reports – reports.gatech.edu. Note: This is different from a “OSCAR” transcript or DegreeWorks audit report. Contact your Academic Office staff or unit Banner contact for questions or to request access to GT Reports, if applicable.
Contracts	<b>Which faculty receive contracts?</b>	All active (not on leave of absence) academic faculty with a 100% FTE receive annual contracts.
Contracts, Contract Dates	<b>What are the dates for academic-year faculty contracts? What dates are used for fiscal-year faculty contracts?</b>	The contract dates for academic-year (9-month) faculty are August 15 through May 15. The contract dates for fiscal-year (12-month) faculty are July 1 through June 30.
Contracts, Non-Reappointment	<b>When is the deadline for faculty nonreappointments?</b>	Please refer to the “Contract Calendar (Non-Reappointment Schedule)” documents posted on the Faculty Affairs website.
OneUSG, Contract Dates	<b>When entering transactions for academic-year faculty should the effective dates match the offer letter, fiscal year dates, or academic year dates?</b>	Though the contract dates for academic-year faculty are August 15 to May 15, the dates on the transactions for academic-year faculty are entered August 1 to May 31 because the pay is distributed across 10 equal paychecks, August through May. For part-time faculty, hired semester-by-semester or year-by-year, the dates may vary based on summer teaching and the hiring unit's standard procedures.
GT-TRACS, OneUSG, Background Check, Study Abroad, Teaching	<b>When are background checks required?</b>	Background checks are required for all new hires and any employees transferred or promoted into a Position of Trust (e.g., fiduciary responsibility, interaction with minors, master access to facilities, etc.), if a background check was not completed within the past year. If an employee is rehired within 120 days AND a background check was completed within the past year, a new background check is not required. A background check will be required for any instances where the employee will be teaching for the first time. Faculty on study abroad assignments must have a background screen completed within the past three years.

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<b>GT-TRACS, OneUSG, Background Check, Rehired Retiree, RBW</b>	<b>Is a background screen required for RBW/Rehired Retiree appointments?</b>	Background checks are required for all new hires and any employees transferred or promoted into a Position of Trust (e.g., fiduciary responsibility, interaction with minors, master access to facilities, etc.), if a background check was not completed within the past year. If an employee is rehired within 120 days AND a background check was completed within the past year, a new background check is not required.