

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	<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"> • Draft Offer Letter • Transcripts (or note confirming they have been sent) • CV • Careers Job Opening Report* • Reference Letters (3) required for full-time • Part-Time Teaching Faculty Agreement Form (<i>if applicable</i>)
Non Tenure-Track Reappointment	<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"> • Draft Offer Letter • Part-Time Teaching Faculty Agreement Form (<i>if applicable</i>)
Tenured/Tenure-Track New Appointment	<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"> • Draft Offer Letter (including prior credit, if applicable) • Transcripts (or note confirming they have been sent) • CV • Careers Job Opening Report* • Reference Letters (3)
Tenure on Appointment <i>(Tenure dossier submitted via PROMOTE; hiring package should be submitted via GT-TRACS as above)</i>		<i>[Submitted via PROMOTE]</i>	School College OFA (609) <i>[Institute P&T Committee]</i> Provost (600) President (800)		<ul style="list-style-type: none"> • CV (any format) • Sample External Reviewer Request(s) • 5 External Reviewer Letters • Teaching Evaluations • School Committee Letter (must address all 3 tenure criteria) • School Chair Letter (must address all 3 tenure criteria) • College Committee Letter • Dean Letter • Waiver • Personal Narrative (any format) • Biosketch

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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"> • Draft Offer Letter (with salary broken down by <i>base salary + administrative stipend</i> = total salary) • Updated CV • Careers Job Opening Report*/Documentation that a search was performed • Any Supporting Documentation
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"> • Draft Offer Letter • Updated CV • Any Supporting Documentation
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"> • Draft Offer Letter • <i>Include dates, monthly or hourly salary, and FTE in the letter.</i> • <i>Include funding source in the notes</i>
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"> • Draft Offer Letter • <i>Include dates, monthly salary, course name, course number, and credit hours in the letter.</i>
Retention or other Salary Increase <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"> • Draft Offer Letter or notification memo to employee • Updated CV • Supporting Documentation (<i>e.g., comparative salary data for internal equity or external offer letter for retention</i>)

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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"> • Draft Offer Letter • Updated CV • Documentation that a search was performed • Any Supporting Documentation
Retirement/Resignation	[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"> • PDF Resignation/Retirement letter from employee, including indication of last working date • Tag Cindy Hope (OSP) in note, if sponsored research funding
Request for Emeritus Status	[FY] Emeritus Status	Other	School College OFA (616) President (800)	Select "Award of Emeritus Title" under "Other Type"	<ul style="list-style-type: none"> • Emeritus Form • Updated CV • Recommendation Letter • Include note that provides candidate's full home mailing address
Absence from Campus	[Semester] Absence	Other	School College OFA (616)	Must add College and OFA (616) to approvals tab	<ul style="list-style-type: none"> • Approved Absence from Campus Form • If international travel: Add note to confirm International Assignment e-form (iStart) has been initiated. Upload Export Control approval email notification once complete.
Leave of Absence (8 weeks to 1 year)	[Semester] LOA	Other	School College OFA (616)	Must add College and OFA (616) to approvals tab	<ul style="list-style-type: none"> • Signed Leave of Absence Form • OSP LoA Checklist and tag Vanessa 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.

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Leave of Absence (beyond 1 year)	[Semester] LOA Extension	Other	School College OFA (616) [BoR]	Must add College and OFA (616) to approvals tab	<ul style="list-style-type: none"> Signed Leave of Absence Form OSP LoA Checklist and tag Vanessa Daniels in a note Draft letter from the Provost to the Chancellor If international travel: Add note to confirm International Assignment e-form (iStart) has been initiated. Upload Export Control approval email notification once complete.
ASMD	[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"> Signed ASMD Form
Dual Appointment Agreements (DAA)	[Semester] DAA	Other	School College OFA (616)	Must add College and OFA (616)	<ul style="list-style-type: none"> Signed USG Dual Appointment Form Signed GT Dual Appointment Coversheet
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"> Draft Offer Letter Transcripts (or note confirming they have been sent) CV
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"> Draft Offer Letter Transcripts (or note confirming they have been sent) CV
Extensions to the Probationary Period	[Semester] Tenure Clock Extension	Other	School College OFA (616)	Must add College and OFA (616) to approvals tab	<ul style="list-style-type: none"> Extension of the Probationary Period Request Form

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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"> Draft Offer Letter (<i>retain current title</i>) Approved Flexwork Arrangement form (<i>if extra comp, teaching during regular business hours</i>) Updated CV or Resume Copy of Official Transcript Background Screen Clearance (if new, first-time GT teaching assignment)
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"> Draft Offer Letter IPA Agreement Documentation OSP LoA Checklist and tag Vanessa 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.
Course Overload	[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"> GT Course Overload Form
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.	<ul style="list-style-type: none"> 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.