

Research Faculty Classification Checklist (Pre-Posting)

Instructions: Checklist must be completed prior to submitting a Job Opening request (in Careers or PageUp) or a GT-TRACS Appointment Package for a non-competitive hire. Include all required attachments for review and validation by the Office of Faculty Affairs (OFA). The Hiring Manager must complete the checklist, and the Unit HR Partner or Leader must review it.

Position Title: _____ Hiring Unit: _____

Pre-Qualifying question:

- ☐ **GTRI** – Job Title is approved in SalRaise
- ☐ **ALL OTHERS:** Is this a direct backfill for a role previously approved under this criteria?

(Note: Bypassing this required checklist is acceptable for positions with no changes to requirements and responsibilities previously approved under this criteria.)

If so, provide date of last approval below and proceed to end of checklist for signatures.

Date of last validation: _____

1. Effort and Primary Duty Alignment Check

- ☐ **Primary Duties (Section 2.2):** Primary/essential duties are aligned with the definition of Research Faculty
- ☐ **Majority Effort Rule (Section 2.3):** Research, scholarly, technical, or extension activities constitute more than 50% of the role's expected duties and outputs.

2. Classification Validation (If Applicable)

- ☐ **Position meets Research Faculty Qualifiers (Section 2.4)**

Identify Qualifier _____

- ☐ **Position scored 15+ on the Scoring Matrix (Section 2.5, If Applicable)**

Total Score: _____ (Attach completed scoring rubric)

Brief justification (1-2 sentences) explaining why this role meets the Research Faculty classification:

3. Job Description / Profile Alignment

- ☐ Research execution, leadership, or technical delivery constitutes the primary function of the role (>50% of expected duties and outputs), based on the position's responsibilities rather than the incumbent's background.
- ☐ The minimum qualifications (degree and experience) align with the Faculty Handbook requirements for the proposed rank.

Required Attachment:

- ☐ Draft posting/profile text attached, including primary/essential duties, technical deliverables, and estimated allocation of effort by function.

4. Funding Confirmation

- ☐ Funding source has been verified and aligns with the nature of the appointment.

5. Review

- ☐ **Hiring Manager Review:** This role requires technical research expertise and functions as a faculty peer in the research enterprise.
- ☐ **Unit HR Partner or Leader Review:** I have reviewed this request against the Office of Faculty Affairs Research Faculty criteria for classification consistency.

6. Submission Completeness Verification

- ☐ Signed Research Faculty Classification Checklist
- ☐ Draft posting/profile text attached
- ☐ Scoring Matrix attached (if applicable)

Hiring Manager Name: _____ Signature: _____ Date: _____

Unit HR Partner/Leader Name: _____ Signature: _____ Date: _____

OFA Validation - Upload this signed checklist and all required attachments as supporting documents to Careers Job Opening or PageUp Requisition for competitive hires, or GT-TRACS Appointment Package for non-competitive hires for review; standard review and response times apply.