


# An Overview of Dual Appointment Agreement Changes

# Note: Internal Process

This process is an internal review for FACULTY DAAs, or Staff members at the HI that are coming into GT as Faulty.

If a Dual Appointment Agreement is needed for a GT Staff member, please contact Georgia Tech's Dual Appointment Coordinator (DAC) (https://oneusgconnect.usg.edu//dual_appointment_coordinators).

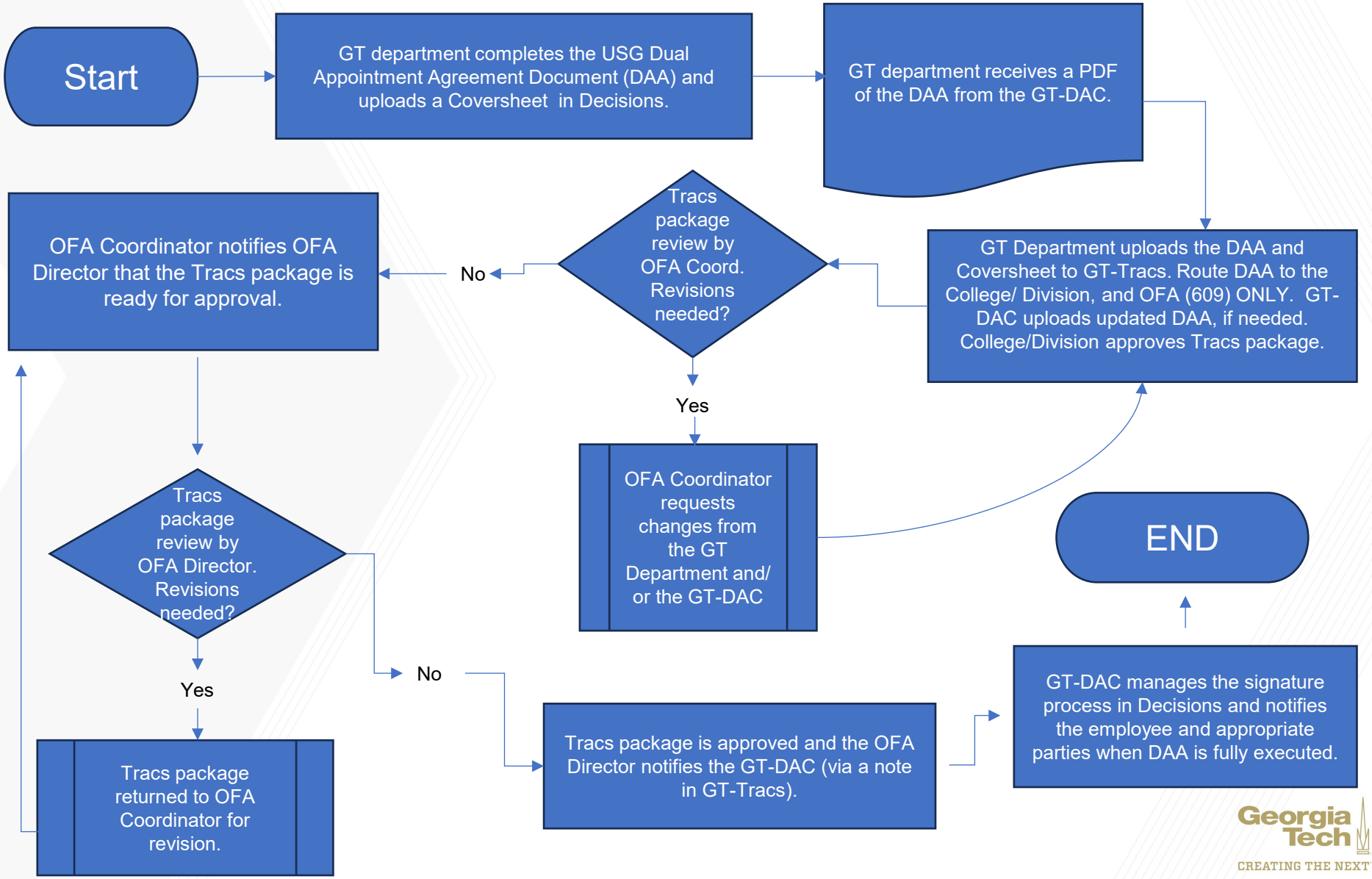
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# Processing DAAs when GT is the REQUESTING Institution

- GT department completes the USG Dual Appointment Agreement Document (DAA) in Decisions and completes a Georgia Tech Dual Appointment Agreement Coversheet.
- GT department receives a PDF of the DAA from GT-DAC, then creates a GT-Tracs package and uploads the DAA and coversheet (signatures not required). The Tracs package should be routed to the College/ Division, and OFA (609) ONLY.
- College/Division approves Tracs package.
- OFA Coordinator reviews the Tracs package, requests any necessary changes and notifies OFA Director that it is ready for approval.
- Once the Tracs package is approved the OFA Director will notify the DAC (via a note in Tracs).
- DAC manages the signature process in Decisions and notifies the employee and appropriate parties when DAA is fully executed.

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# Flow Chart: GT REQUESTING Institution




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# Processing DAAs when GT is the HOME Institution

- GT DAC receives a USG Dual Appointment Agreement Document via Decisions from the REQUESTING Institution.
- GT DAC sends an e-mail with DAA (PDF) attached to the GT Department.
- GT Department reviews DAA and requests revisions from the DAC
- A Tracs package is created by the GT Department. The DAA and coversheet are attached, and a note should be added in Tracs listing employee's GT manager and Dean/Administrative Unit Head who need to sign the DAA. Please tag the DAC on the note. The Tracs package should be routed to the College/ Division, and OFA (609) ONLY.
- College/Division approves Tracs Package.

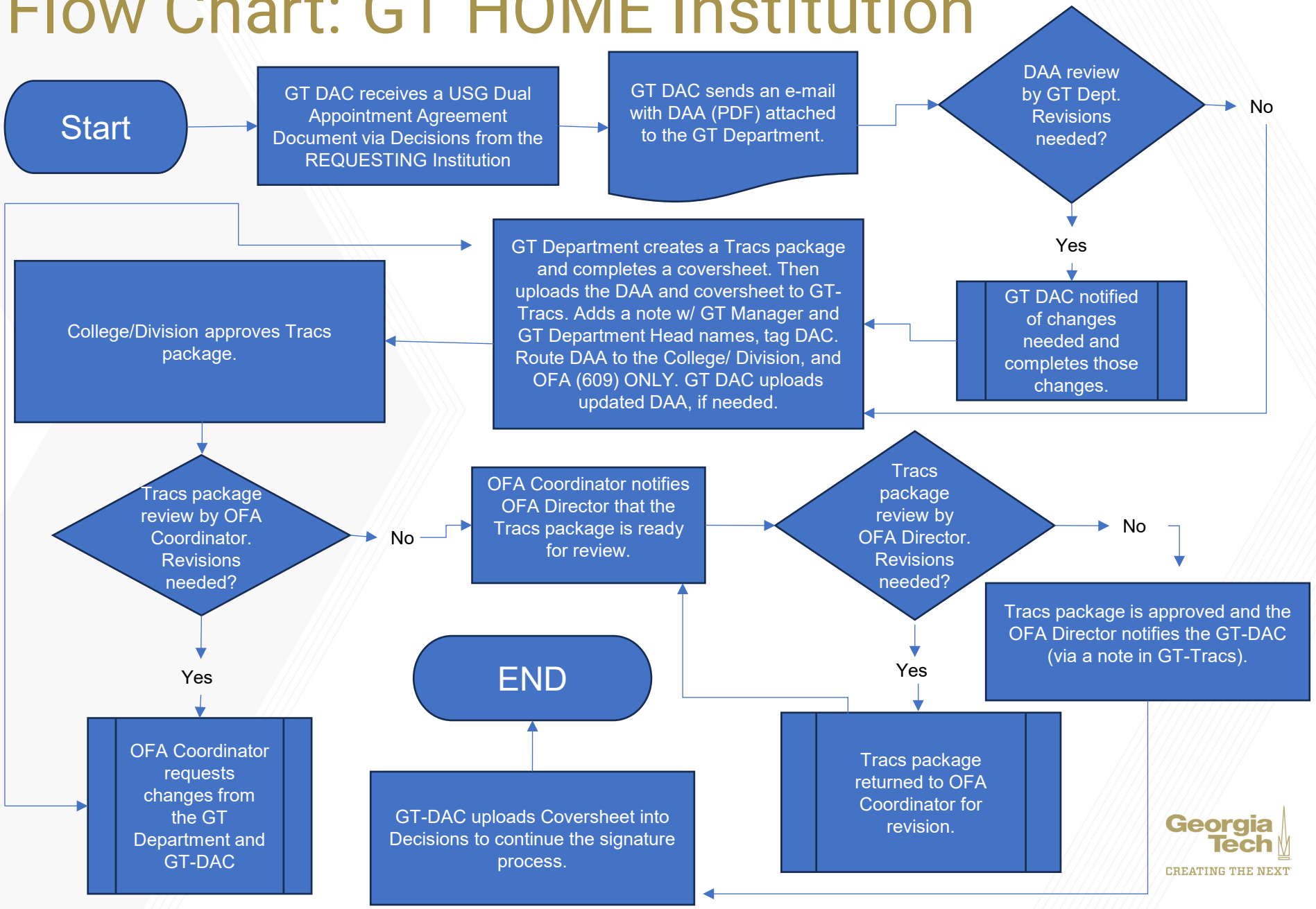
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# Processing DAAs when GT is the HOME Institution

- OFA Coordinator reviews the Tracs package, and requests any necessary changes from GT Department and/or DAC.
- GT DAC/ GT Department completes the changes and attaches the revised DAA/coversheet to the Tracs package and adds a Tracs note tagging the OFA Coordinator.
- OFA Coordinator notifies OFA Director that the Tracs package is ready for approval via a note in Tracs.
- After the Tracs package is approved the OFA Director will notify the GT DAC via a note in Tracs that the package is approved.
- GT DAC uploads coversheet and routes final document in Decisions to continue the signature process.

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# Flow Chart: GT HOME Institution




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# Resources

Office of the Vice Provost for Faculty
https://faculty.gatech.edu/faculty-hiring-resources

Dual Appointment Resources Toolkit
https://faculty.gatech.edu/resources-deans-chairs-faculty-affairs-reps/dual-appointments
https://usg.service-now.com/usgsp?id=kb_article_view&sysparm_article=USGKB0012954

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# Thank you!

# Questions?

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