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

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<thead>
<tr>
<th>Action Type</th>
<th>Package Name</th>
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</table>
| Non Tenure-Track New Appointment  | [FY or Semester] New [Position]     | Appointment  | School College OFA (609) | Proposed Title, Tenure Track *(no)*, Employment Type, WorkTime Type, Effective Date, Short Term Begin and End Date *(if applicable)*, Contract Type *(must match offer letter)*, Degree information, Teaching CIP, Salary, Background Check | • Draft Offer Letter  
  • Transcripts (or note confirming they have been sent)  
  • CV  
  • Affirmative Action Form  
  • Reference Letters  
  • Background Screen Clearance |
| Non Tenure-Track Reappointment    | [FY or Semester] Reappointment [Position] | Appointment  | School College OFA (609) | Proposed Title, Tenure Track *(no)*, Employment Type, WorkTime Type, Effective Date, Short Term Begin and End Date *(if applicable)*, Contract Type *(must match offer letter)*, Degree information, Teaching CIP, Salary | • Draft Offer Letter |
| RBW (Research or Teaching)       | [FY or Semester] RBW                | Appointment  | School College OFA (609) | Proposed Title, Employment Type, WorkTime Type *(part-time)*, Effective Date, Short Term Begin and End Date, Contract Type *(must match offer letter)*, Degree information, Teaching CIP, Salary, Background Check | • Draft Offer Letter  
  • Request Letter to President *(specify funding source)*  
  • Background Screen Clearance |
| RBW (Administrative Duties)      | [FY or Semester] RBW                | Appointment  | School College OFA (609) Provost (600) | Proposed Title, Employment Type, WorkTime Type *(part-time)*, Effective Date, Short Term Begin and End Date, Contract Type *(must match offer letter)*, Degree information, Teaching CIP, Salary, Background Check | • Draft Offer Letter  
  • Request Letter to President *(specify funding source)*  
  • Background Screen Clearance |
| Tenure-Track New Appointment      | [FY] New [Position]                 | Appointment  | School College OFA (609) EVPR (120) Provost (600) | Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type *(must match offer letter)*, Degree information, Teaching CIP, Salary, Background Check | • Draft Offer Letter *(including prior credit, if applicable)*  
  • Transcripts (or note confirming they have been sent)  
  • CV  
  • Affirmative Action Form  
  • 3 Reference Letters  
  • Background Screen Clearance |
| Tenure on Hire                    | [FY] New Tenured [Position]         | Appointment  | School College OFA (609) Institute P&T Committee EVPR (120) Provost (600) | Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type *(must match offer letter)*, Degree information, Teaching CIP, Salary, Background Check | • Draft Offer Letter  
  • Transcripts (or note confirming they have been sent)  
  • CV  
  • Affirmative Action Form  
  • 5 External Reference Letters  
  • Evidence of Teaching Effectiveness  
  • P&T Committee Letter *(must address all three tenure criteria)*  
  • Dean/Chair Letter *(must evaluate teaching quality)*  
  • Background Screen Clearance |
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| Retention or Salary Increase (no change in terms of appointment) | [FY] Retention or [FY] Sal Inc | Retention/ SalInc | School College OFA (609) EVPR (120) Provost (600) | Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type (*must match offer letter*), Degree information, Teaching CIP, Salary | • Draft Offer Letter  
• Updated CV  
• Any Supporting Documentation |
| Mid-year Changes in Appointment                      | [Semester] [Position]    | Appointment   | School College OFA (609) Provost (600) | Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type (*must match offer letter*), Degree information, Teaching CIP, Salary, Background Check (if applicable) | • Draft Offer Letter  
• Updated CV  
• Any Supporting Documentation  
• Contract Addendum (for full-time faulty on contract) |
| Appointments to Endowed Positions                    | [Semester] [Position]    | Appointment   | School College OFA (609) Provost (600) | Proposed Title (*Endowed Chair or Professor*), Tenure Information, Employment Type, WorkTime Type, Effective Date, Short Term Begin and End Date, Contract Type (*must match offer letter*), Degree information, Teaching CIP, Salary, Background Check | • Draft Offer Letter  
• Updated CV  
• Documentation that a search was performed  
• Any Supporting Documentation  
• Background Screen Clearance, if applicable |
| Administrative Appointments                          | [Semester] [Position]    | Appointment   | School College OFA (609) Provost (600) | Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Short Term Begin and End Date, Contract Type (*must match offer letter*), Degree information, Teaching CIP, Salary, Background Check | • Draft Offer Letter (with salary broken down by base salary + administrative stipend = total salary)  
• Updated CV  
• Documentation that a search was performed  
• Any Supporting Documentation  
• Background Screen Clearance, if applicable |
| Requests for Emeritus Status                         | [Semester] Emeritus Status| Other         | School College OFA (609) Provost (600) President (800) | Select "Award of Emeritus Title" under "Other Type" | • Emeritus Form  
• Updated CV  
• Recommendation Letter Any Supporting Documentation |
| Absence from Campus                                  | [Semester] Absence       | Other         | School College OFA (609)            | Must add College and OFA (609) to approvals tab | • Approved Absence from Campus Form |
| Leave of Absence (8 weeks to 1 year)                 | [Semester] LOA           | Other         | School College OFA (609)            | Must add College and OFA (609) to approvals tab | • Approved Leave of Absence Form |
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| Leave of Absence (More than 1 year)              | [Semester] LOA Extension      | Other        | School College OFA (609) Provost (600) President (800) BOR | Must add College, OFA (609), and Provost (600) to approvals tab                                                          | • Approved Leave of Absence Form  
• Draft letter from the President to the Chancellor |
| ASMD                                             | [Semester] ASMD               | Other        | School College OFA (609) Provost (600)            | Must add College and OFA (609) to approvals tab, $10,000 commitment to Provost (600)                                 | • ASMD Form                                                                                                                                      |
| Dual Appointment Agreements (DAA)                 | [Semester] DAA                | Other        | School College OFA (609) Provost (600)            | Must add College, OFA (609), and Provost (600) to approvals tab                                                          | • 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 (temp), WorkTime Type (FT), Effective Date, End Date, Degree information, Teaching CIP | • Draft Offer Letter  
• Transcripts (or note confirming they have been sent)  
• CV  
• Background Screen Clearance                       |
| Internal Adjunct Appointments                      | [Semester] Internal Adjunct   | Appointment  | School (both) College (both) OFA (609)           | Proposed Title, Employment Type (temp), WorkTime Type (FT), Effective Date, End Date, Degree information, Teaching CIP | • Draft Offer Letter  
• Transcripts (or note confirming they have been sent)  
• CV                                                                                                                  |
| Retirements/Resignations                          | [Semester] Retirement or Resignation | Other       | School College OFA (609)                         | Must add College and OFA (609) to approvals tab                                                                      | • Retirement/Resignation Letter                                                        |
| Extensions to the Probationary Period             | [Semester] Tenure Clock Extension | Other      | School College OFA (609)                         | Must add College and OFA (609) to approvals tab                                                                      | • Extension of the Probationary Period Request Form                                  |
| Academic Professional Adding Teaching Duties      | [Semester] Teaching [Position] | Appointment  | School College OFA (609)                         | Proposed Title (retain current title), Tenure Track (no), Employment Type, WorkTime Type, Effective Date, Degree information, Teaching CIP, Salary, Background Check | • Draft Offer Letter (retain current title)  
• Updated CV  
• Copy of Transcript                                                                                                    |

**Beginning February 1, 2017, packages not using the naming convention in this document will be returned by Faculty Affairs for editing.**

Updated 6/1/2019