

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	[FY or Semester] New [Position]	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 information, Teaching CIP, Salary, Background Check	<ul style="list-style-type: none"> • Critical Hire Approval Form (75%+) • Job Posting (include posting date and site) • 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 (<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 information, Teaching CIP, Salary	<ul style="list-style-type: none"> • Draft Offer Letter
RBW (Research or Teaching)	[FY or Semester] RBW	Appointment	School College OFA (609)	Proposed Title, Employment Type, WorkTime Type (<i>part-time</i>), Effective Date, Short Term Begin and End Date, Contract Type (<i>must match offer letter</i>), Degree information, Teaching CIP, Salary, Background Check	<ul style="list-style-type: none"> • 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 (<i>part-time</i>), Effective Date, Short Term Begin and End Date, Contract Type (<i>must match offer letter</i>), Degree information, Teaching CIP, Salary, Background Check	<ul style="list-style-type: none"> • 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 (<i>must match offer letter</i>), Degree information, Teaching CIP, Salary, Background Check	<ul style="list-style-type: none"> • Critical Hire Approval Form (75%+) • Job Posting (include posting date and site) • 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

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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 (<i>must match offer letter</i>), Degree information, Teaching CIP, Salary, Background Check	<ul style="list-style-type: none"> • Critical Hire Approval Form (75%+) • Job Posting (include posting date and site) • Draft Offer Letter • Transcripts (or note confirming they have been sent) • CV • Affirmative Action Form • 5 External Reviewer Letters • Teaching Evaluations • School Committee Letter (must address all 3 tenure criteria) • School Chair Letter (must evaluate teaching quality) • College Committee Letter • Dean Letter • Waiver • Teaching and Research Statement • Biosketch • Background Screen Clearance
Retention or Salary Increase (no change in terms of appointment)	[FY] Retention or [FY] Sal Inc	Retention/ SalInc	School College OFA (609) Provost (600)	Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type (<i>must match offer letter</i>), Degree information, Teaching CIP, Salary	<ul style="list-style-type: none"> • 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 (<i>must match offer letter</i>), Degree information, Teaching CIP, Salary, Background Check (<i>if applicable</i>)	<ul style="list-style-type: none"> • Draft Offer Letter • Updated CV • Any Supporting Documentation • Contract Addendum (for full-time faculty on contract)
Appointments to Endowed Positions	[Semester] [Position]	Appointment	School College OFA (609) Provost (600)	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 information, Teaching CIP, Salary, Background Check	<ul style="list-style-type: none"> • 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 (<i>must match offer letter</i>), Degree information, Teaching CIP, Salary, Background Check	<ul style="list-style-type: none"> • Critical Hire Approval Form • Job Posting (include posting date and site) • Draft Offer Letter (with salary broken down by <i>base salary + administrative stipend</i> = total salary) • Updated CV • Documentation that a search was performed • Any Supporting Documentation • Background Screen Clearance, if applicable

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Requests for Emeritus Status	[Semester] Emeritus Status	Other	School College OFA (609) Provost (600) President (800)	Select "Award of Emeritus Title" under "Other Type"	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Approved Leave of Absence Form
Leave of Absence (More than 1 year)	[Semester] LOA Extension	Other	School College OFA (609) Provost (600) BOR	Must add College, OFA (609), and Provost (600) to approvals tab	<ul style="list-style-type: none"> • Approved Leave of Absence Form • Draft letter from the Provost 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)	<ul style="list-style-type: none"> • 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	<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 information, Teaching CIP	<ul style="list-style-type: none"> • 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 (<i>temp</i>), WorkTime Type (<i>FT</i>), Effective Date, End Date, Degree information, Teaching CIP	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Retirement/Resignation Letter

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Extensions to the Probationary Period	[Semester] Tenure Clock Extension	Other	School College OFA (609)	Must add College and OFA (609) to approvals tab	<ul style="list-style-type: none"> • Extension of the Probationary Period Request Form
Academic Professional Adding Teaching Duties	[Semester] Teaching [Position]	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 information, Teaching CIP, Salary, Background Check	<ul style="list-style-type: none"> • Draft Offer Letter (<i>retain current title</i>) • Updated CV • Copy of Transcript • Background Screen Clearance
Course Overload	[Semester] Teaching Overload	Other	School College OFA (609)	Must add College and OFA (609) to approvals tab	<ul style="list-style-type: none"> • USG's Temporary Course Teaching Overload Compensation Request Form

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