

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

Action Type	Package Name	Package Type	Approval Orgs	Required Fields on Package Info Tab	Required Attachments
<b>Non Tenure-Track New Appointment</b>	[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"> <li>• Critical Hire Approval Form (75%+)*</li> <li>• Job Posting (include posting date and site)*</li> <li>• Draft Offer Letter</li> <li>• Transcripts (or note confirming they have been sent)</li> <li>• CV</li> <li>• Affirmative Action Form</li> <li>• Reference Letters</li> </ul>
<b>Non Tenure-Track Reappointment</b>	[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"> <li>• Draft Offer Letter</li> </ul>
<b>RBW (Research or Teaching)</b>	[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"> <li>• Draft Offer Letter</li> <li>• Request Letter to President (specify funding source)</li> </ul>
<b>RBW (Administrative Duties)</b>	[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"> <li>• Draft Offer Letter</li> <li>• Request Letter to President (specify funding source)</li> </ul>
<b>Tenure-Track New Appointment</b>	[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"> <li>• Critical Hire Approval Form (75%+)*</li> <li>• Job Posting (include posting date and site)*</li> <li>• Draft Offer Letter (including prior credit, if applicable)</li> <li>• Transcripts (or note confirming they have been sent)</li> <li>• CV</li> <li>• Affirmative Action Form</li> <li>• 3 Reference Letters</li> </ul>

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<b>Tenure on Appointment</b>	[FY] New Tenured [Position]	Appointment	School College OFA (609) Institute P&T Committee EVPR (120) Provost (600) President (800)	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"> <li>• Critical Hire Approval Form (75%+)*</li> <li>• Job Posting (include posting date and site)*</li> <li>• Draft Offer Letter</li> <li>• Transcripts (or note confirming they have been sent)</li> <li>• CV</li> <li>• Affirmative Action Form</li> <li>• 5 External Reviewer Letters</li> <li>• Teaching Evaluations</li> <li>• School Committee Letter (must address all 3 tenure criteria)</li> <li>• School Chair Letter (must evaluate teaching quality)</li> <li>• College Committee Letter</li> <li>• Dean Letter</li> <li>• Waiver</li> <li>• Teaching and Research Statement</li> <li>• Biosketch</li> </ul>
<b>Retention or Salary Increase (no change in terms of appointment)</b>	[FY] Retention or [FY] Sal Inc or [FY] Equity	Retention/ Sal Inc	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"> <li>• Draft Offer Letter</li> <li>• Updated CV</li> <li>• Any Supporting Documentation</li> </ul>
<b>Mid-year Changes in Appointment</b>	[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"> <li>• Draft Offer Letter</li> <li>• Updated CV</li> <li>• Any Supporting Documentation</li> </ul>
<b>Appointments to Endowed Positions</b>	[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"> <li>• Draft Offer Letter</li> <li>• Updated CV</li> <li>• Documentation that a search was performed</li> <li>• Any Supporting Documentation</li> </ul>
<b>Administrative Appointments</b>	[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"> <li>• Critical Hire Approval Form^</li> <li>• Job Posting (include posting date and site)*</li> <li>• Draft Offer Letter (with salary broken down by <i>base salary + administrative stipend = total salary</i>)</li> <li>• Updated CV</li> <li>• Documentation that a search was performed</li> <li>• Any Supporting Documentation</li> </ul>

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<b>Requests for Emeritus Status</b>	[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"> <li>• <a href="#">Emeritus Form</a></li> <li>• Updated CV</li> <li>• Recommendation Letter Any Supporting Documentation</li> </ul>
<b>Absence from Campus</b>	[Semester] Absence	Other	School College OFA (609)	Must add College and OFA (609) to approvals tab	<ul style="list-style-type: none"> <li>• Approved <a href="#">Absence from Campus Form</a></li> </ul>
<b>Leave of Absence (8 weeks to 1 year)</b>	[Semester] LOA	Other	School College OFA (609)	Must add College and OFA (609) to approvals tab	<ul style="list-style-type: none"> <li>• Signed <a href="#">Leave of Absence Form</a></li> <li>• <a href="#">OSP LoA Checklist</a></li> </ul>
<b>Leave of Absence (More than 1 year)</b>	[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"> <li>• Signed <a href="#">Leave of Absence Form</a></li> <li>• <a href="#">OSP LoA Checklist</a></li> <li>• Draft letter from the Provost to the Chancellor</li> </ul>
<b>ASMD</b>	[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"> <li>• <a href="#">ASMD Form</a></li> </ul>
<b>Dual Appointment Agreements (DAA)</b>	[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"> <li>• Signed <a href="#">USG Dual Appointment Form</a></li> <li>• Signed <a href="#">GT Dual Appointment Coversheet</a></li> </ul>
<b>External Adjunct Appointments</b>	[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"> <li>• Draft Offer Letter</li> <li>• Transcripts (or note confirming they have been sent)</li> <li>• CV</li> </ul>
<b>Internal Adjunct Appointments</b>	[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"> <li>• Draft Offer Letter</li> <li>• Transcripts (or note confirming they have been sent)</li> <li>• CV</li> </ul>
<b>Retirements/Resignations</b>	[Semester] Retirement or Resignation	Other	School College OFA (609)	Must add College and OFA (609) to approvals tab	<ul style="list-style-type: none"> <li>• Retirement/Resignation Letter</li> </ul>

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<b>Extensions to the Probationary Period</b>	[Semester] Tenure Clock Extension	Other	School College OFA (609)	Must add College and OFA (609) to approvals tab	<ul style="list-style-type: none"> <li>• <a href="#">Extension of the Probationary Period Request Form</a></li> </ul>
<b>Academic Professional Adding Teaching Duties</b>	[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"> <li>• Draft Offer Letter (<i>retain current title</i>)</li> <li>• Updated CV</li> <li>• Copy of Transcript</li> <li>• Background Screen Clearance (if new teaching assignment)</li> </ul>
<b>Course Overload</b>	<i>OneUSG Connect Supplemental Pay transaction only</i>				

\*CHJ and Job posting only required for searches conducted outside of careers.

^Administrative appointments with an administrative commitment less than 50% do not require a CHJ.

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