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<tbody>
<tr>
<td><strong>Non Tenure-Track</strong></td>
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</tbody>
</table>
| 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 Info, Teaching CIP, Salary | • Job Posting (include posting date and site)*
|                                  |                                  |              |                        |                                                                                                     | • Draft Offer Letter
|                                  |                                  |              |                        |                                                                                                     | • Transcripts (or note confirming they have been sent)
|                                  |                                  |              |                        |                                                                                                     | • CV
|                                  |                                  |              |                        |                                                                                                     | • Affirmative Action Form
|                                  |                                  |              |                        |                                                                                                     | • Reference Letters (3)
|                                  |                                  |              |                        |                                                                                                     | • Part-Time Teaching Faculty Agreement Form (if applicable)                          |
| **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 Info, Teaching CIP, Salary | • Draft Offer Letter
|                                  |                                  |              |                        |                                                                                                     | • Part-Time Teaching Faculty Agreement Form (if applicable)                          |
| **Tenured/Tenure-Track**          |                                  |              |                        |                                                                                                     |                                                                                      |
| New Appointment                   | [FY] New [Position]              | Appointment  | School College OFA (609) | Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type (must match offer letter), Degree Info, Teaching CIP, Salary | • Job Posting (include posting date and site)*
|                                  |                                  |              | EVPR (120) Provost (600) |                                                                                                     | • Draft Offer Letter (including prior credit, if applicable)
|                                  |                                  |              |                        |                                                                                                     | • Transcripts (or note confirming they have been sent)
|                                  |                                  |              |                        |                                                                                                     | • CV
|                                  |                                  |              |                        |                                                                                                     | • Affirmative Action Form
|                                  |                                  |              |                        |                                                                                                     | • Reference Letters (3)
| **Tenure on Appointment**         |                                  |              |                        |                                                                                                     |                                                                                      |
| (Tenure consideration only; hiring package should be submitted separately) | [FY] Tenure                      | Appointment  | School College OFA (609) | Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type (must match offer letter), Degree Info, Teaching CIP, Salary | • CV (any format)
|                                  |                                  |              | Institute P&T Committee |                                                                                                     | • Sample External Reviewer Request(s)
|                                  |                                  |              | EVPR (120) Provost (600) |                                                                                                     | • 5 External Reviewer Letters
|                                  |                                  |              | President (800)         |                                                                                                     | • Teaching Evaluations
|                                  |                                  |              |                        |                                                                                                     | • School Committee Letter (must address all 3 tenure criteria)
|                                  |                                  |              |                        |                                                                                                     | • School Chair Letter (must address all 3 tenure criteria)
|                                  |                                  |              |                        |                                                                                                     | • College Committee Letter
|                                  |                                  |              |                        |                                                                                                     | • Dean Letter
|                                  |                                  |              |                        |                                                                                                     | • Waiver
|                                  |                                  |              |                        |                                                                                                     | • Personal Narrative (any format)
|                                  |                                  |              |                        |                                                                                                     | • Biosketch

*Updated 01/31/2022*
## GT-TRACS Package Requirements for **ACADEMIC FACULTY**

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| **Administrative Appointments**    | [FY] [Position]       | Appointment  | School College OFA (609) | Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Short Term Begin and End Date, Contract Type (must match offer letter), Degree Info, Teaching CIP, Salary | • Strategic Plan Alignment Approval (unless < 50% administrative commitment AND salary over $100K or position vacant more than 12 months)  
• Job Posting (include posting date and site)*  
• 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 |
| **Changes in Appointment**         | [Semester] [Position] | Appointment  | School College OFA (609) | Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type (must match offer letter), Degree Info, Teaching CIP, Salary | • Draft Offer Letter  
• Updated CV  
• Any Supporting Documentation |
| **Rehired Retiree (RBW) Appointment** | [FY or Semester] RBW | Appointment  | School College OFA (609) | Proposed Title, Effective Date, Short Term Begin and End Date, Salary | • Draft Offer Letter  
• Request Letter to President (specify funding source)  
• TRS or ORP Form (as applicable; not required in GT-TRACS package, upload with Direct Hire Form transaction) |
| **Retention or Salary Increase (no change in terms of appointment)** | [FY] Retention or [FY] Sal Inc or [FY] Equity | Retention/ Sal Inc | School College OFA (609) | Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type (must match offer letter), Teaching CIP, Salary | • Draft Offer Letter  
• Updated CV  
• Any Supporting Documentation |
| **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 Info, Teaching CIP, Salary | • Draft Offer Letter  
• Updated CV  
• Documentation that a search was performed  
• Any Supporting Documentation |
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<td>Retirement/Resignition</td>
<td>{FY} Retirement or {FY} Resignation</td>
<td>Other</td>
<td>School College OFA (609)</td>
<td>Must add College and OFA (609) to approvals tab</td>
<td>- PDF Resignation/Retirement letter from employee, including indication of last working date</td>
</tr>
</tbody>
</table>
| Request for Emeritus Status         | {FY} Emeritus Status                | Other        | School College OFA (609) President (800) | Select "Award of Emeritus Title" under "Other Type"            | - Emeritus Form  
- Updated CV  
- Recommendation Letter  
- Include note that provides candidate’s full home mailing address                                                                                     |
| Absence from Campus                 | [Semester] Absence                  | Other        | School College OFA (609)              | Must add College and OFA (609) to approvals tab                          | - Approved Absence from Campus Form  
- Export Control Form or verification of approval, if traveling internationally                                                                                                                      |
| Leave of Absence (8 weeks to 1 year)| [Semester] LOA                      | Other        | School College OFA (609)              | Must add College and OFA (609) to approvals tab                          | - Signed Leave of Absence Form  
- OSP LoA Checklist  
- Export Control Form or verification of approval, if traveling internationally                                                                                                                      |
| Leave of Absence (beyond 1 year)   | [Semester] LOA Extension            | Other        | School College OFA (609) Provost (600) [BoR] | Must add College, OFA (609), and Provost (600) to approvals tab   | - Signed Leave of Absence Form  
- OSP LoA Checklist  
- Draft letter from the Provost to the Chancellor  
- Export Control Form or verification of approval, if traveling internationally                                                                 |
<p>| 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) | - Signed ASMD Form                                                                                                                                            |</p>
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| 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 Info, Teaching CIP | • Draft Offer Letter  
• Transcripts (or note confirming they have been sent)  
• CV                                                                                 |
| 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 Info, Teaching CIP | • Draft Offer Letter  
• Transcripts (or note confirming they have been sent)  
• CV                                                                                 |
| 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 | Appointment | School College OFA (609)                          | Proposed Title (retain current title), Tenure Track (no), Employment Type, WorkTime Type, Effective Date, Short Term Begin and End Date, Degree Info, Teaching CIP, Salary, Background Check^ | • Draft Offer Letter (retain current title)  
• Flex Work Arrangement Agreement Form (if extra comp, teaching during regular business hours)  
• Updated CV or Resume  
• Copy of Official Transcript  
• Background Screen Clearance^ (if new teaching assignment) |
| Intergovernmental Personnel Act (IPA) Agreements | FY[Year] IPA | Appointment | School/Unit College/Lab OFA (609)                | Proposed Title; Employment Type; New Hire Y/N, Citizenship, Effective Date, Degree Info, annual or hourly Salary | • Draft Offer Letter  
• IPA Agreement Documentation                                                           |
# GT-TRACS Package Requirements for **ACADEMIC FACULTY**

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<td>Course Overload</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td>OneUSG Connect Supplemental Pay transaction only</td>
</tr>
</tbody>
</table>

* Job posting/search documents only required for searches conducted outside of OneUSG Careers. Careers Job Opening ID should be listed in Package Info tab.

^ Background Screening required for new hires, transfer into a Position of Trust, or new teaching assignment.

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**Strategic Plan Alignment Process** (formerly Critical Hire Justification)

Positions subject to approval under the Strategic Plan Alignment process include new and vacant Staff and Administrator with Faculty Status (25%+ administrative duties) positions that meet one or both of the following criteria:

1. Any new or vacant position with a salary greater than or equal to $100,000, or:
2. Any position that has been vacant for more than 12 months.

100% grant/sponsored funded positions are exempt.