### GT-TRACS Package Requirements for RESEARCH FACULTY

<table>
<thead>
<tr>
<th>Action Type</th>
<th>Package Name</th>
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<th>Approval Orgs</th>
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<th>Required Attachments</th>
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</thead>
</table>
| **New Regular**                  | FY[Year] New [Position]| Appointment  | School College RFA | Proposed Title; Employment Type; New Hire Y/N, Citizenship, Effective Date, Degree Information, annual or hourly Salary, Background Check, include comment or note if “current, rehire, or new” | • Draft Offer Letter  
• Application  
• Resume/CV  
• Official Transcript (original required)  
• 3 Reference Letters  
• All Affirmative Action documents  
• Background Screen Clearance |
| **New Term**                     | FY[Year] New Term [Position] | Appointment  | School College RFA | Proposed Title; Employment Type; New Hire Y/N, Citizenship, Effective Date, Degree Information, annual or hourly Salary, Background Check, include comment or note if “current, rehire, or new” | • Draft Offer Letter (including end date)  
• Application  
• Resume/CV  
• Official Transcript (original required)  
• 3 Reference Letters  
• Background Screen Clearance |
| **Transfer of Any Type**         | FY[Year] Xfr [Position] Modified Package | Appointment  | School College RFA | Proposed Title; Employment Type; New Hire Y/N, Citizenship, Effective Date, Degree Information, annual or hourly Salary, Background Check, include comment or note if “current, rehire, or new” | (Modified Package - if all other docs were previously submitted with initial hire)  
• Draft Offer Letter (including end date, if applicable)  
• Resume/CV  
• If official transcript is on file with RFA, make note in TRACS  
• Background Screen Clearance  
• **If transferring to a regular position, include: Job Posting and All Affirmative Action documents** |
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| New Postdoc | FY[Year] New Postdoc                   | Appointment  | School College RFA     | Proposed Title; Employment Type; New Hire Y/N, Citizenship, Effective Date, Degree Information, annual or hourly Salary, Background Check, include comment or note if “current, rehire, or new” | • Draft Offer Letter  
• Application  
• Resume/CV  
• Official Transcript (original required)  
• 3 Reference Letters  
• Background Screen Clearance |
| Postdoctoral Scholar | FY[Year] Postdoctoral Scholar | Other         | School College EVPR (120) | | • Offer/Invitation letter (include begin and end dates)  
• Resume  
• Funding letter from sponsoring agency  
• Background Screen Clearance |
| New Visiting | FY[Year] New Visiting [Position]       | Appointment  | School College RFA     | Proposed Title; Employment Type; New Hire Y/N, Citizenship, Effective Date, Degree Information, hourly Salary, Background Check, include comment or note if “current, rehire, or new” | • Draft Offer Letter (include end date)  
• Resume/CV  
• Funding Letter (if applicable)  
• Regular package is required for benefits eligible  
• Background Screen Clearance |
| Rehire      | FY[Year] Rehire [Position]             | Appointment  | School College RFA     | Proposed Title; Employment Type; New Hire Y/N, Citizenship, Effective Date, Degree Information, annual or hourly Salary, Background Check, include comment or note if “current, rehire, or new” | (Modified Package - if all other docs were previously submitted with initial hire)  
• Draft Offer Letter (including end date if applicable)  
• Resume/CV  
• If official transcript is on file, make note in TRACS  
• Background Screen Clearance  
• **If transferring to a Regular position, include: Job Posting and all Affirmative Action documents |
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| Salary Requests (all salary types)   | FY[Year] Sal Inc - [Type]            | Retention/ Sallnc | School College RFA | Proposed Title; Employment Type; Citizenship, Effective Date, Degree Information (at least highest), Current and Proposed Salary, include comment or note if “current, rehire, or new” | • Memo to include: Employee Name, Employee ID, Job Entry Date, Current & New Salary, Last Increase (Amount and Effective Date), Additional Duties, if applicable, and Salary at end of previous FY  
• Comparative department/unit salary stats required for Equity increases |
| Retired but Working – RBW (Research) | FY[Year] RBW                        | Appointment   | School College RFA | Proposed Title; Employment Type; Citizenship, Effective Date, Degree Information (at least highest), Current and Proposed Salary, include comment or note if “current, rehire, or new” | • Draft Offer Letter  
• Request Letter to President (specify funding source)  
• Background Screen Clearance |
| Retired but Working – RBW (Administrative Duties) | FY[Year] RBW | Appointment   | School College RFA EVPR (120) | Proposed Title; Employment Type; Citizenship, Effective Date, Degree Information (at least highest), Current and Proposed Salary, include comment or note if “current, rehire, or new” | • Draft Offer Letter  
• Request Letter to President (specify funding source)  
• Background Screen Clearance |
| Joint/Concurrent Appointment (working in two depts) | FY[Year] Joint Hire [Current Position] | Appointment   | School (both) College (both) RFA | Proposed (Current) Title, Courtesy Appointment Org, Effective Date, Degree Information | • Offer Letter (include begin and end dates, percent time in both units and salary)  
• Should not cross over FYs |
| Joint/Concurrent Appointment (Teaching) | Semester or FY[Year] Joint Hire - Teaching | Appointment   | School (both) College (both) VPGEFD (609) RFA | Proposed (Current) Title, Courtesy Appointment Org, Effective Date, Degree Information | • Offer Letter (include begin and end dates, percent time in both units and salary)  
• Upload transcript  
• Add note to include Teaching CIP code |
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| Leave of Absence (LOA)            | FY[Year] LOA                  | Other        | School College EVPR (120)         | Include Job Title in Note, Must add EVPR (120) to approvals tab                                 | • Approved Leave of Absence Form  
• Notify Athena Jones in Notes section or upload confirmation of review from Athena |
| Conditional Offer                  | FY[Year] New - Conditional [Position] | Other        | School College EVPR (120)         |                                                                                                | • Draft Conditional Letter  
• Resume/CV  
• Internal salary analysis (if applicable) |
| Termination – Lack of Funding (LOF) | FY[Year] Termination - LOF     | Other        | School College EVPR (120)         | Must add EVPR (120) to approvals tab                                                         | • Original Offer Letter  
• Draft Termination Letter |
| Termination - Retirement/Resignation | FY[Year] Termination – Resignation or Retirement | Other        | School College EVPR (120)         | Must add EVPR (120) to approvals tab                                                         | • Resignation letter or email from employee |
| Termination - Performance          | FY[Year] Termination – Performance | Other        | School College EVPR (120)         | Must add EVPR (120) to approvals tab                                                         | • Correspondence/approval from GTHR – Employee Relations |
| External Adjunct (Courtesy Appointment) | FY[Year] External Adjunct     | Appointment  | School College EVPR (120)         | Proposed Title; Employment Type; Effective Date, Degree Information, Background Check          | • Offer Letter (include begin and end dates, percent time in both units)  
• Transcripts or a note stating they are on file  
• Resume/CV  
• Background Screen Clearance |
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<td><strong>Internal Adjunct (Courtesy Appointment)</strong></td>
<td>FY[Year] Internal Adjunct</td>
<td>Appointment</td>
<td>School College &lt;br&gt; EVPR (120)</td>
<td>Required Title, Courtesy Appointment Org, Effective Date, Degree Information</td>
<td>Offer Letter <em>(include begin and end dates, percent time in both units)</em>&lt;br&gt;Transcripts or a note stating they are on file&lt;br&gt;Resume/CV</td>
</tr>
<tr>
<td><strong>Requests for Emeritus Status</strong></td>
<td>FY[Year] Emeritus Status</td>
<td>Other</td>
<td>School College &lt;br&gt; RFA &lt;br&gt; EVPR (120) &lt;br&gt; President (800)</td>
<td>Must add College, RFA, EVPR (120), and President (800) to approvals tab</td>
<td>Emeritus Form&lt;br&gt;Updated Resume/CV&lt;br&gt;Recommendation Letter&lt;br&gt;Include Note that provides candidate’s full mailing address</td>
</tr>
<tr>
<td><strong>Dual Appointment Agreements (DAA)</strong></td>
<td>FY[Year] DAA</td>
<td>Other</td>
<td>School College &lt;br&gt; RFA &lt;br&gt; EVPR (120)</td>
<td>Must add College, RFA, and EVPR (120) to approvals tab</td>
<td>Signed USG Dual Appointment Form&lt;br&gt;Signed GT Dual Appointment Coversheet</td>
</tr>
<tr>
<td><strong>Adding Teaching Duties</strong></td>
<td>FY[Year] Teaching</td>
<td>Appointment</td>
<td>School College &lt;br&gt; OFA (609)</td>
<td>Proposed Title <em>(retain current title)</em>, Employment Type, Effective Date, Degree Information, Background Check</td>
<td>Draft Offer Letter <em>(retain current title)</em>&lt;br&gt;Updated CV&lt;br&gt;Copy of Transcript&lt;br&gt;Add note to include Teaching CIP code</td>
</tr>
</tbody>
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**Beginning February 1, 2017, packages not using the naming convention in this document will be returned by Faculty Affairs for editing.**