# GT-TRACS Package Requirements for RESEARCH FACULTY

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<th>Action Type</th>
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</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” | • Critical Hire Approval Form (75%+)  
• Job Posting (include posting date and site)  
• Draft Offer Letter  
• Application  
• Resume/CV  
• Official Transcript (original required)  
• 3 Reference Letters  
• All Affirmative Action documents  
• Background Screen Clearance |
| New Limited 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” | • Critical Hire Approval Form (75%+)  
• 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)  
• Critical Hire Approval Form (75%+)  
• 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 (with date) and All Affirmative Action documents |

Updated 03/19/2020
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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” | • Critical Hire Approval Form (75%+)  
• 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) |                                               | • Critical Hire Approval Form (75%+)  
• 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” | • Critical Hire Approval Form (75%+)  
• Draft Offer Letter (include end date)  
• Resume/CV  
• Funding Letter (if applicable)  
• Regular package is required for benefits eligible  
• Background Screen Clearance  
• Transcript (Visiting Student) |
| 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) | • Critical Hire Approval Form (75%+)  
• 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 (with date) and all Affirmative Action documents |
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<tr>
<td><strong>Salary Requests (all salary types)</strong></td>
<td>FY[Year] Sal Inc - [Type]</td>
<td>Retention/SallInc</td>
<td>School College RFA</td>
<td>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”</td>
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  - 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  
• Transcripts or a note stating they are on file  
• Resume/CV  
• Background Screen Clearance |
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| Internal Adjunct (Courtesy Appointment) | FY[Year] Internal Adjunct     | Appointment  | School EVPR (120)              | Proposed (Current) Title, Courtesy Appointment Org, Effective Date, Degree Information          | • Offer Letter *(include begin and end dates, percent time in both units)*
|                                          |                               |              |                                |                                                                                                | • Transcripts or a note stating they are on file
|                                          |                               |              |                                |                                                                                                | • Resume/CV                                                                             |
| Requests for Emeritus Status            | FY[Year] Emeritus Status      | Other        | School EVPR (120)              | Must add College, RFA, EVPR (120), and President (800) to approvals tab                       | • Emeritus Form                                                                          |
|                                          |                               |              | RFA                            |                                                                                                | • Updated Resume/CV                                                                     |
|                                          |                               |              | President (800)                |                                                                                                | • Recommendation Letter                                                                  |
|                                          |                               |              |                                |                                                                                                | • Include Note that provides candidate’s full mailing address                           |
| Dual Appointment Agreements (DAA)       | FY[Year] DAA                  | Other        | School EVPR (120)              | Must add College, RFA, and either EVPR (120) or Provost (600) to approvals tab based on reporting | • Signed [USG Dual Appointment Form](#)
|                                          |                               |              | RFA                            |                                                                                                | • Signed [GT Dual Appointment Coversheet](#)                                           |
| Adding Teaching Duties (no additional compensation) | FY[Year] Teaching            | Appointment  | School OFA (609)               | Proposed Title (retain current title), Employment Type, Effective Date, Degree Information   | • Draft Offer Letter *(retain current title)*
|                                          |                               |              |                                |                                                                                                | • Updated CV                                                                            |
|                                          |                               |              |                                |                                                                                                | • Copy of Transcript                                                                     |
|                                          |                               |              |                                |                                                                                                | • Add note to include Teaching CIP code                                                 |
| Course Overload (additional compensation) | [Semester] Teaching Overload | Other        | School OFA (609)               | Must add College and OFA (609) to approvals tab                                              | • [USG’s Temporary Course Teaching Overload Compensation Request Form](#)               |
|                                          |                               |              |                                |                                                                                                | • Copy of Transcript                                                                     |
| Change in Percent Time                  | FY[Year] Percent Time Change  | Appointment  | School RFA                     | Proposed Title (retain current title), Employment Type, Effective Date, Degree Information   | • Draft Offer Letter *(retain current title)*
|                                          |                               |              |                                |                                                                                                | • Updated CV *(if more than one year)*                                                   |
|                                          |                               |              |                                |                                                                                                | • Justification memo                                                                    |

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

Updated 03/19/2020