

## GT-TRACS Package Requirements for RESEARCH FACULTY

Action Type	Package Name	Package Type	Approval Orgs	Required on Package Info Tab	Required Attachments
<b>New Regular</b>	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"	<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>• Application</li> <li>• Resume/CV</li> <li>• Official Transcript (original required)</li> <li>• 3 Reference Letters</li> <li>• All Affirmative Action documents</li> <li>• Background Screen Clearance</li> </ul>
<b>New Limited Term</b>	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"	<ul style="list-style-type: none"> <li>• Critical Hire Approval Form (75%+)</li> <li>• Draft Offer Letter (including end date)</li> <li>• Application</li> <li>• Resume/CV</li> <li>• Official Transcript (original required)</li> <li>• 3 Reference Letters</li> <li>• Background Screen Clearance</li> </ul>
<b>Transfer of Any Type (within Research Faculty only)</b>	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"	<p><i>(Modified Package - if all other docs were previously submitted with initial hire)</i></p> <ul style="list-style-type: none"> <li>• Critical Hire Approval Form (75%+)</li> <li>• Draft Offer Letter (including end date, if applicable)</li> <li>• Resume/CV</li> <li>• If official transcript is on file with RFA, make note in TRACS</li> <li>• Background Screen Clearance</li> <li>• <b>**If transferring to a <u>regular position</u>, include: Job Posting (with date) and All Affirmative Action documents</b></li> </ul>

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<b>New Postdoc</b>	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"	<ul style="list-style-type: none"> <li>• Critical Hire Approval Form (75%+)</li> <li>• Draft Offer Letter</li> <li>• Application</li> <li>• Resume/CV</li> <li>• Official Transcript (original required)</li> <li>• 3 Reference Letters</li> <li>• Background Screen Clearance</li> </ul>
<b>Postdoctoral Scholar</b>	FY[Year] Postdoctoral Scholar	Other	School College EVPR (120)		<ul style="list-style-type: none"> <li>• Critical Hire Approval Form (75%+)</li> <li>• Offer/Invitation letter (include begin and end dates)</li> <li>• Resume</li> <li>• Funding letter from sponsoring agency</li> <li>• Background Screen Clearance</li> </ul>
<b>New Visiting</b>	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"	<ul style="list-style-type: none"> <li>• Critical Hire Approval Form (75%+)</li> <li>• Draft Offer Letter (include end date)</li> <li>• Resume/CV</li> <li>• Transcript</li> <li>• Funding Letter (if applicable)</li> <li>• Regular package is required for benefits eligible</li> <li>• Background Screen Clearance</li> </ul>
<b>Rehire</b>	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"	<p><i>(Modified Package - if all other docs were previously submitted with initial hire)</i></p> <ul style="list-style-type: none"> <li>• Critical Hire Approval Form (75%+)</li> <li>• Draft Offer Letter (including end date if applicable)</li> <li>• Resume/CV</li> <li>• If official transcript is on file, make note in TRACS</li> <li>• Background Screen Clearance</li> <li>• <b>**If transferring to a <u>Regular position</u>, include: Job Posting (with date) and all Affirmative Action documents</b></li> </ul>

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<b>Salary Requests (all salary types)</b>	FY[Year] Sal Inc - [Type]	Retention/ SalInc	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"	<ul style="list-style-type: none"> <li>Memo to include: Employee Name, Employee ID, Job Entry Date, Current &amp; New Salary, Last Increase (Amount and Effective Date), Additional Duties, if applicable, and Salary at end of previous FY</li> <li>Comparative department/unit salary stats required for Equity increases</li> <li>Resume/CV and current Job Description</li> </ul>
<b>Retired but Working – RBW (Research)</b>	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"	<ul style="list-style-type: none"> <li>Draft Offer Letter</li> <li>Request Letter to President (specify funding source)</li> <li>Background Screen Clearance</li> </ul>
<b>Retired but Working – RBW (Administrative Duties)</b>	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"	<ul style="list-style-type: none"> <li>Draft Offer Letter</li> <li>Request Letter to President (specify funding source)</li> <li>Background Screen Clearance</li> </ul>
<b>Joint/Concurrent Appointment (working in two depts)</b>	FY[Year] Joint Hire [Current Position]	Appointment	School (both) College (both) RFA	Proposed (Current) Title, Courtesy Appointment Org, Effective Date, Degree Information	<ul style="list-style-type: none"> <li>Offer Letter (<i>include begin and end dates, percent time in both units and salary</i>)</li> <li><i>Should not cross over FYs</i></li> </ul>
<b>Joint/Concurrent Appointment (Teaching)</b>	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	<ul style="list-style-type: none"> <li>Offer Letter (<i>include begin and end dates, percent time in both units and salary</i>)</li> <li>Upload transcript</li> <li>Add note to include Teaching CIP code</li> </ul>

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<b>Leave of Absence (LOA)</b>	FY[Year] LOA	Other	School College EVPR (120)	Include Job Title in Note, Must add EVPR (120) to approvals tab	<ul style="list-style-type: none"> <li>Approved <a href="#">Leave of Absence Form</a></li> <li>Notify Athena Jones in Notes section or upload confirmation of review from Athena</li> </ul>
<b>Conditional Offer</b>	FY[Year] New - Conditional [Position]	Other	School College EVPR (120)		<ul style="list-style-type: none"> <li>Draft Conditional Letter</li> <li>Resume/CV</li> <li>Internal salary analysis (if applicable)</li> </ul>
<b>Termination – Lack of Funding (LOF)</b>	FY[Year] Termination - LOF	Other	School College EVPR (120)	Must add EVPR (120) to approvals tab	<ul style="list-style-type: none"> <li>Original Offer Letter</li> <li>Draft Termination Letter</li> <li>Memo listing any other employees on same funding source/impact</li> </ul>
<b>Termination-Retirement/Resignation</b>	FY[Year] Termination – Resignation or Retirement	Other	School College EVPR (120)	Must add EVPR (120) to approvals tab	<ul style="list-style-type: none"> <li>Resignation letter or email from employee</li> </ul>
<b>Termination - Performance</b>	FY[Year] Termination – Performance	Other	School College EVPR (120)	Must add EVPR (120) to approvals tab	<ul style="list-style-type: none"> <li>Correspondence/approval from GTHR – Employee Relations</li> </ul>
<b>External Adjunct (Courtesy Appointment)</b>	FY[Year] External Adjunct	Appointment	School College EVPR (120)	Proposed Title; Employment Type; Effective Date, Degree Information, Background Check	<ul style="list-style-type: none"> <li>Offer Letter</li> <li>Transcripts or a note stating they are on file</li> <li>Resume/CV</li> <li>Background Screen Clearance</li> </ul>

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<b>Internal Adjunct (Courtesy Appointment)</b>	FY[Year] Internal Adjunct	Appointment	School College EVPR (120)	Proposed (Current) Title, Courtesy Appointment Org, Effective Date, Degree Information	<ul style="list-style-type: none"> <li>Offer Letter (<i>include begin and end dates, percent time in both units</i>)</li> <li>Transcripts or a note stating they are on file</li> <li>Resume/CV</li> </ul>
<b>Requests for Emeritus Status</b>	FY[Year] Emeritus Status	Other	School College RFA EVPR (120) President (800)	Must add College, RFA, EVPR (120), and President (800) to approvals tab	<ul style="list-style-type: none"> <li><a href="#">Emeritus Form</a></li> <li>Updated Resume/CV</li> <li>Recommendation Letter</li> <li>Include Note that provides candidate's full mailing address</li> </ul>
<b>Dual Appointment Agreements (DAA)</b>	FY[Year] DAA	Other	School College FA (616) EVPR (120) <i>or</i> Provost (600)	Must add College, FA (616), and <i>either</i> EVPR (120) <i>or</i> Provost (600) to approvals tab based on unit reporting	<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>Adding Teaching Duties (no additional compensation)</b>	FY[Year] Teaching	Appointment	School College VPGEFD (609)	Proposed Title (retain current title), Employment Type, Effective Date, Degree Information, Background Check	<ul style="list-style-type: none"> <li>Draft Offer Letter (retain current title)</li> <li>Updated CV</li> <li>Copy of Transcript</li> <li>Add note to include Teaching CIP code</li> </ul>
<b>Course Overload (additional compensation)</b>	[Semester] Teaching Overload	Other	School College VPGEFD (609)	Must add College and VPGEFD (609) to approvals tab	<ul style="list-style-type: none"> <li><a href="#">USG's Temporary Course Teaching Overload Compensation Request Form</a></li> <li>Copy of Transcript</li> </ul>
<b>Change in Percent Time</b> (for more than six months <i>or</i> change in benefits eligibility)	FY[Year] Percent Time Change	Appointment	School College RFA	Proposed Title (retain current title), Employment Type, Effective Date, Degree Information	<ul style="list-style-type: none"> <li>Draft Offer Letter (retain current title)</li> <li>Updated CV (if more than one year)</li> <li>Justification memo</li> </ul>

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