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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 (including 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 | 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 |
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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  
• Transcript  
• 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)  
• 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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| Salary Requests (all salary types) | 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” | • 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  
  • Resume/CV and current Job Description |
| 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  
  • Background Screen Clearance |
# GT-TRACS Package Requirements for RESEARCH FACULTY

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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  
• Memo listing any other employees on same funding source/impact |
| **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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<tr>
<td>Internal Adjunct (Courtesy Appointment)</td>
<td>FY[Year] Internal Adjunct</td>
<td>Appointment</td>
<td>School College EVPR (120)</td>
<td>Proposed (Current) 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>Requests for Emeritus Status</td>
<td>FY[Year] Emeritus Status</td>
<td>Other</td>
<td>School College RFA EVPR (120) 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>Dual Appointment Agreements (DAA)</td>
<td>FY[Year] DAA</td>
<td>Other</td>
<td>School College FA (616) EVPR (120) or Provost (600)</td>
<td>Must add College, FA (616), and either EVPR (120) or Provost (600) to approvals tab based on unit reporting</td>
<td>• Signed USG Dual Appointment Form&lt;br&gt;• Signed GT Dual Appointment Coversheet</td>
</tr>
<tr>
<td>Adding Teaching Duties (no additional compensation)</td>
<td>FY[Year] Teaching</td>
<td>Appointment</td>
<td>School College VPGEFD (609)</td>
<td>Proposed Title (retain current title), Employment Type, Effective Date, Degree Information, Background Check</td>
<td>• Draft Offer Letter (retain current title)&lt;br&gt;• Updated CV&lt;br&gt;• Copy of Transcript&lt;br&gt;• Add note to include Teaching CIP code&lt;br&gt;• Background Screen Clearance</td>
</tr>
<tr>
<td>Course Overload (additional compensation)</td>
<td>[Semester] Teaching Overload</td>
<td>Other</td>
<td>School College VPGEFD (609)</td>
<td>Must add College and VPGEFD (609) to approvals tab</td>
<td>• USG’s Temporary Course Teaching Overload Compensation Request Form&lt;br&gt;• Copy of Transcript&lt;br&gt;• Background Screen Clearance (if new teaching assignment)</td>
</tr>
<tr>
<td>Change in Percent Time (for more than six months or change in benefits eligibility)</td>
<td>FY[Year] Percent Time Change</td>
<td>Appointment</td>
<td>School College RFA</td>
<td>Proposed Title (retain current title), Employment Type, Effective Date, Degree Information</td>
<td>• Draft Offer Letter (retain current title)&lt;br&gt;• Updated CV (if more than one year)&lt;br&gt;• Justification memo</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.**

Updated 07/07/2020