

## 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>• Resume/CV (include begin &amp; end dates)</li> <li>• Official Transcript (original required)</li> <li>• 3 Reference Letters</li> <li>• All Affirmative Action documents</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/new”	<ul style="list-style-type: none"> <li>• Critical Hire Approval Form (75%+)</li> <li>• Draft Offer Letter (including end date)</li> <li>• Resume/CV (include begin &amp; end dates)</li> <li>• Official Transcript (original required)</li> <li>• 3 Reference Letters</li> </ul>
<b>Transfer, Interim Assignment, or other mid-year Change in Appointment (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 (include begin &amp; end dates)</li> <li>• If official transcript is on file with FA, make note in TRACS</li> <li>• PVA/Job Ad, with posting date</li> <li>• Salary comp/equity data or other justification, if salary increase</li> <li>• Background Screen Clearance</li> <li>• **If transferring to a <u>regular position</u>, include: Job Posting (with date) and all regular application/Affirmative Action documents</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>• Resume/CV (include begin &amp; end dates)</li> <li>• Official Transcript (original required)</li> <li>• 3 Reference Letters</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/CV (include begin &amp; end dates)</li> <li>• Funding letter from sponsoring agency</li> </ul>
<b>New Visiting Research Faculty</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 (include begin &amp; end dates)</li> <li>• Transcript</li> <li>• Funding Letter (if applicable)</li> <li>• Regular package is required for benefits eligible</li> </ul>
<b>Extension of Current Appointment</b>	FY[Year] Extension [Position]	Appointment	School College RFA	Proposed Title; Employment Type; New Hire N, Citizenship, Effective Date, Degree Information (at least highest), hourly Salary, include comment or note "this is an extension of the current appointment"	<ul style="list-style-type: none"> <li>• Original Offer Letter</li> <li>• Draft Offer letter with extension date</li> </ul> <p><b>***Package should be initiated at least 60 days prior to term date***</b></p>

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<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> </ul> <p><b>**If transferring to a <u>Regular</u> position, include: Job Posting (with date) and all Affirmative Action documents</b></p>
<b>Salary Increase Requests (Internal Equity, Market Increase, or Retention)</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>• Draft notification letter to employee</li> <li>• Memo to include: Name, Employee ID, Job Entry Date, Current &amp; New Salary, Last Increase (Amount and Effective Date), Salary at end of previous FY, and Additional Duties, if applicable</li> <li>• Comparative department/unit salary stats required for Equity increases and/or relevant market data</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> </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> </ul>

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<b>Joint/Concurrent Appointment</b> <i>(working in two depts)</i>	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>Draft Offer Letter <i>(include begin and end dates, percent time in both units and salary)</i></li> <li>Should not cross over FYs</li> </ul>
<b>Joint/Concurrent Appointment</b> <i>(Teaching)</i>	Semester or FY[Year] Joint Hire - Teaching	Appointment  <b>Select Faculty Type: Academic</b>	School (both) College (both) VPGEFD (609) RFA	Faculty Type (Academic), Proposed Title (retain current title), Tenure Track (no), Empl Type, WorkTime Type, Effective Date, Short Term Begin/End Date, Degree information, Teaching CIP, Salary, Background Check	<ul style="list-style-type: none"> <li>Draft Offer Letter <i>(include begin and end dates, percent time in both units and salary)</i></li> <li>Updated CV</li> <li>Transcript</li> <li>Background Screen (if new teaching assignment)</li> </ul>
<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><a href="#">OSP LoA Checklist</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>Critical Hire Approval Form (75%+)</li> <li>Draft Conditional Letter</li> <li>Resume/CV (include begin &amp; end dates)</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> <li><i>(Ad-Hoc Ivy Gardner on OneUSG transaction)</i></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>

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<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> <li><i>(Ad-Hoc Ivy Gardner on OneUSG transaction)</i></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>Draft Offer Letter</li> <li>Transcripts or a note stating they are on file</li> <li>Resume/CV (include begin &amp; end dates)</li> </ul>
<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>Draft 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 (include begin &amp; end dates)</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 (include begin &amp; end dates)</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>

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<b>Research Faculty Adding Teaching Duties</b>	[Semester] Teaching [Position]	Appointment  <b>Select Faculty Type: Academic</b>	School College VPGEFD (609)	Faculty Type (Academic), Proposed Title (retain current title), Tenure Track (no), Empl Type, WorkTime Type, Effective Date, Short Term Begin/End Date, Degree information, Teaching CIP, Salary, 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>• Background Screen (if new teaching assignment)</li> </ul>
<b>Change in Percent Time</b> (for more than six months or 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; include begin &amp; end dates)</li> <li>• Justification memo</li> </ul>

\* CHJ and Job posting only required for searches conducted outside of careers.