# GT-TRACS Package Requirements for RESEARCH FACULTY

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| New Regular Research Faculty | FY[Year] New [Position] | Appointment | School/Unit College/Lab RFA | Proposed Title; Employment Type; New Hire Y/N, Effective Date, Short Term Begin/End (if applicable), Citizenship, Degree Info, annual or hourly Salary | • Job Posting (include posting date & site)*  
• Draft Offer Letter  
• Resume/CV  
• Official Transcript; FCE for non-US Institutions  
• Reference Letters (3)  
• All Affirmative Action documents |
| New Limited-Term Research Faculty | FY[Year] New [Position] - LT | Appointment | School/Unit College/Lab RFA | Proposed Title; Employment Type; New Hire Y/N, Effective Date, Short Term Begin/End dates (if applicable), Citizenship, Degree Info, annual or hourly Salary | • Draft Offer Letter (including end date)  
• Resume/CV  
• Official Transcript; FCE for non-US Institutions  
• Reference Letters (3) |
| Transfer (Change in Position), Administrative Appointment, or Interim Assignment | FY[Year] Xfr [Position] or FY[Year] [Admin Title] or FY[Year] Interim [Position] | Appointment | School/Unit College/Lab RFA | Proposed Title; Employment Type; New Hire Y/N, Effective Date, Begin/End dates (if applicable), Citizenship, Degree Info, annual or hourly Salary, Background Check^ | • Draft Offer Letter (including end date, if applicable)  
• Current Resume/CV  
• If official transcript is on file with FA, add note in package  
• Salary comp/equity data or other justification, if salary increase  
• Background Screen Clearance^ (if Position of Trust)  
• **If search required for position or if transferring from LT to a Regular position, include: Job Posting (with date) and all regular application/Affirmative Action documents^  
• Strategic Plan Alignment Approval (unless < 50% administrative commitment AND salary over $150K or position vacant more than 12 months) |
| Change in Appointment (Changes in terms of current Appointment, such as Additional Duties; no change in Position) | FY[Year] [Position] | Appointment | School/Unit College/Lab RFA | Proposed Title; Employment Type; New Hire Y/N, Effective Date, Citizenship, Degree Info, annual or hourly Salary | • Draft Offer Letter (including end date, if applicable)  
• Resume/CV  
• Internal salary comp/equity data or other justification, if salary increase  
• Any supporting documentation (e.g., justification memo) |
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| **New Postdoctoral Fellow**  | FY[Year] New Postdoctoral Fellow     | Appointment  | School/Unit College/Lab RFA                | Proposed Title; Employment Type; New Hire Y/N, Effective Date, Begin/End dates, Citizenship, Degree Info, annual or hourly Salary | • Draft Offer Letter (include begin and end dates)  
• Resume/CV  
• Official Transcript; FCE for non-US Institutions  
• Reference Letters (3) |
| **Postdoctoral Scholar (Affiliate)** | FY[Year] Postdoctoral Scholar  | Appointment  | School/Unit College/Lab RFA                | Proposed Title; Employment Type (Temporary); New Hire Y/N, Effective Date, Begin/End dates, Citizenship, Degree Information | • Offer/Invitation letter (include begin and end dates)  
• Resume/CV  
• Funding letter from sponsoring agency  
• Official Transcript; FCE for non-US Institutions |
| **New Visiting Research Faculty** (part-time only) | FY[Year] New Visiting [Position]    | Appointment  | School/Unit College/Lab RFA                | Proposed Title; Employment Type; New Hire Y/N, Effective Date, Begin/End dates, Citizenship, Degree Info, hourly Salary, Background Check^ | • Draft Offer Letter (include begin and end dates)  
• Resume/CV  
• Official Transcript; FCE for non-US Institutions  
• Funding Letter (if applicable)  

Regular new hire package required for benefits-eligible position.  

**Extension of Current Appointment**  
**FY[Year] Extension [Position]**  
Appointment  
School/Unit College/Lab RFA  
Proposed Title; Employment Type; New Hire (N), Effective Date, Begin/End dates, Citizenship, Degree Info, Salary  

• Original/Current Appointment Offer Letter  
• Draft Offer letter with extension date  

**Package should be initiated at least 60 days prior to term date**  

**Rehire (same rank/position)**  
**FY[Year] Rehire [Position]**  
Appointment  
School/Unit College/Lab RFA  
Proposed Title; Employment Type; New Hire Y/N, Citizenship, Effective Date, Degree Info, annual or hourly Salary, Background Check^  

• Draft Offer Letter (include end date, if applicable)  
• Resume/CV  
• Reference Letters (3)  
• If official transcript is on file, add note in package  
**If transferring to a Regular position, include: Job Posting (with date) and all Affirmative Action documents**

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*Updated 03/01/2022*
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| Salary Increase Requests – Internal Equity, Market Adjustment, or Retention | FY[Year] Sal Inc - [Type] | Retention/ Sal Inc          | School/Unit College/Lab RFA | Proposed Title; Employment Type; Citizenship, Effective Date, Current and Proposed Salary        | • Draft notification memo to employee  
  • Justification memo to include: Name, Employee ID, Job Entry Date, Current and New Salary, % Increase Requested, Last Increase (Amount. % Increase and Effective Date), Salary end of previous FY  
  • Comparative department/unit salary stats required for Equity increases and/or relevant market data  
  • Resume/CV and current Job Description  
  • If Prevailing Wage, include documentation from Global HR                                                                                  |
| Rehired Retiree (RBW) Appointment                                           | FY[Year] RBW            | Appointment                 | School/Unit College/Lab RFA | Proposed Title; Employment Type; Effective Date, Short Term Begin/End dates, Citizenship, Degree Info, Current and Proposed Salary | • Draft [Offer Letter](#)  
  • Request Letter to President (specify funding source)  
  • TRS or ORP Form (as applicable; not required in GT-TRACS package, upload with Direct Hire Form transaction)                                                                 |
| Research, Teaching, or Administrative Duties                               | FY[Year] Joint Hire [Current Position] | Appointment                | School/Unit College/Lab RFA (or 609 if Academic) | Proposed (Current) Title, Courtesy Appointment Org, Effective Date, End Date, Degree Info     | • Draft [Offer Letter](#) – include begin date, end date (if applicable), percent time in both units and salary                                                                 |
| Joint/Concurrent Appointment (working in two depts)                        |                         |                             |                          |                                                                                               |                                                                                                                                                      |
| *If teaching, follow Adding Teaching Duties package below                   |                         |                             |                          |                                                                                               |                                                                                                                                                      |
| Research Faculty Adding Teaching Duties                                     | [Semester] Teaching     | Select Faculty Type: Academic | School/Unit College/Lab 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 Info, Teaching CIP, Salary, Background Check^ | • Draft [Offer Letter](#) (retain current title)  
  • [Flex Work Arrangement Agreement Form](#) (if extra comp, teaching during regular business hours)  
  • Updated CV/Resume  
  • Copy of Official Transcript  
  • Background Check^ (if new teaching assignment)                                                                                           |
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| Leave of Absence (LOA) 8 weeks to 1 year | FY[Year] LOA             | Other        | School/Unit College/Lab VPGEFD (609)               | Include Job Title in Note                                                                      | • Approved Leave of Absence Form  
• OSP LoA Checklist  
• Export Control Form or verification of approval, if traveling internationally  
• Notify Athena Jones in Notes section or upload confirmation of review by Athena                                                                 |
| Leave of Absence (beyond 1 year)     | [Semester] LOA Extension  | Other        | School/Unit College/Lab OFA (609) EVPR (120) or Provost (600) (BoR) | Must add College, OFA (609), and EVPR (120) or Provost (600) based on unit reporting to approvals tab | • Signed Leave of Absence Form  
• OSP LoA Checklist  
• Export Control Form or verification of approval, if traveling internationally  
• Draft letter from the EVPR/Provost to the Chancellor; subject to BoR approval                                                                 |
| Conditional Offer                    | FY[Year] New - Conditional [Position] | Other        | School/Unit College/Lab EVPR (120)                |                                                                                               | • Draft Conditional Letter  
• Resume/CV  
• Internal salary analysis (if applicable)                                                                                          |
| Resignation/Retirement               | FY[Year] Resignation or FY[Year] Retirement | Other        | School/Unit College/Lab EVPR (120)                | Must add EVPR (120) to approvals tab                                                           | • PDF Resignation letter or email from employee, including indication of last working date |
| Termination – Lack of Funding (LOF)  | FY[Year] Termination - LOF | Other        | School/Unit College/Lab 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  
(Ad-Hoc Ivy Gardner on OneUSG transaction)                                                                                      |
| Termination – Performance            | FY[Year] Termination – Performance | Other        | School/Unit College/Lab EVPR (120)                | Must add EVPR (120) to approvals tab                                                           | • Correspondence/approval from GTHR Employee Relations  
(Ad-Hoc Ivy Gardner on OneUSG transaction)                                                                                                 |
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<td>External Adjunct (Courtesy Appointment)</td>
<td>FY[Year] External Adjunct</td>
<td>Appointment</td>
<td>School/Unit College/Lab EVPR (120)</td>
<td>Proposed Title; Employment Type; Effective Date, Begin/End Dates, Degree Info, Background Check^</td>
<td>• Draft Offer Letter&lt;br&gt;• Transcripts or a note stating they are on file&lt;br&gt;• Resume/CV</td>
</tr>
<tr>
<td>Internal Adjunct (Courtesy Appointment)</td>
<td>FY[Year] Internal Adjunct</td>
<td>Appointment</td>
<td>School/Unit College/Lab EVPR (120)</td>
<td>Proposed (Current) Title, Courtesy Appointment Org, Effective Date, Begin/End Dates, Degree Info</td>
<td>• Draft Offer Letter (include begin and end dates, percent time in both units)&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/Unit College/Lab VPGEFD (609) President (800)</td>
<td>Select &quot;Award of Emeritus Title&quot; under &quot;Other Type&quot;</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 home mailing address</td>
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<tr>
<td>Dual Appointment Agreements (DAA)</td>
<td>FY[Year] DAA</td>
<td>Other</td>
<td>School/Unit College/Lab 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>Change in Percent Time</td>
<td>FY[Year] Percent Time Change</td>
<td>Appointment</td>
<td>School/Unit College/Lab RFA</td>
<td>Proposed Title (retain current title), Employment Type, Effective Date, Degree Info</td>
<td>• Draft Offer Letter (retain current title)&lt;br&gt;• Updated CV&lt;br&gt;• Justification memo and/or request from employee</td>
</tr>
<tr>
<td>Intergovernmental Personnel Act (IPA) Agreements</td>
<td>FY[Year] IPA</td>
<td>Appointment</td>
<td>School/Unit College/Lab RFA</td>
<td>Proposed Title; Employment Type; New Hire Y/N, Citizenship, Effective Date, Degree Info, annual or hourly Salary</td>
<td>• Draft Offer Letter&lt;br&gt;• IPA Agreement Documentation&lt;br&gt;• OSP LoA Checklist&lt;br&gt;• Export Control Form or verification of approval, if traveling internationally</td>
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* Job posting/search documents only required for searches conducted outside of OneUSG Careers. Careers Job Opening ID should be listed in Package Info tab.

^ Background Screening required for new hires, transfer into a Position of Trust, or new teaching assignment.

Strategic Plan Alignment Process (formerly Critical Hire Justification)

Positions subject to approval under the Strategic Plan Alignment process include new and vacant Staff and Administrator with Faculty Status (25%+ administrative duties) positions that meet one or both of the following criteria:

1. Any new or vacant position with a salary greater than or equal to $150,000, or:
2. Any position that has been vacant for more than 12 months.

100% grant/sponsored funded positions are exempt.