<table>
<thead>
<tr>
<th>Action Type</th>
<th>Package Name</th>
<th>Package Type</th>
<th>Approval Orgs</th>
<th>Required Fields on Package Info Tab</th>
<th>Required Attachments</th>
</tr>
</thead>
</table>
| Non Tenure-Track New Appointment    | [FY or Semester] New [Position]                   | Appointment  | School College OFA (609)          | Proposed Title, Tenure Track (no), Employment Type, WorkTime Type, Effective Date, Short Term Begin and End Date (if applicable), Contract Type (must match offer letter), Degree information, Teaching CIP, Salary, Background Check | • Critical Hire Approval Form (75%+)*  
• Job Posting (include posting date and site)*  
• Draft Offer Letter  
• Transcripts (or note confirming they have been sent)  
• CV  
• Affirmative Action Form  
• Reference Letters |
| Non Tenure-Track Reappointment      | [FY or Semester] Reappointment [Position]         | Appointment  | School College OFA (609)          | Proposed Title, Tenure Track (no), Employment Type, WorkTime Type, Effective Date, Short Term Begin and End Date (if applicable), Contract Type (must match offer letter), Degree information, Teaching CIP, Salary | • Draft Offer Letter |
| RBW (Research or Teaching)         | [FY or Semester] RBW                             | Appointment  | School College OFA (609)          | Proposed Title, Employment Type, WorkTime Type (part-time), Effective Date, Short Term Begin and End Date, Contract Type (must match offer letter), Degree information, Teaching CIP, Salary, Background Check | • Draft Offer Letter  
• Request Letter to President (specify funding source) |
| RBW (Administrative Duties)        | [FY or Semester] RBW                             | Appointment  | School College OFA (609) Provost (600) | Proposed Title, Employment Type, WorkTime Type (part-time), Effective Date, Short Term Begin and End Date, Contract Type (must match offer letter), Degree information, Teaching CIP, Salary | • Draft Offer Letter  
• Request Letter to President (specify funding source) |
| Tenure-Track New Appointment        | [FY] New [Position]                              | Appointment  | School College OFA (609) EVPR (120) Provost (600) | Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type (must match offer letter), Degree information, Teaching CIP, Salary, Background Check | • Critical Hire Approval Form (75%+)  
• Job Posting (include posting date and site)*  
• Draft Offer Letter (including prior credit, if applicable)  
• Transcripts (or note confirming they have been sent)  
• CV  
• Affirmative Action Form  
• 3 Reference Letters |
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<th>Approval Orgs</th>
<th>Required Fields on Package Info Tab</th>
<th>Required Attachments</th>
</tr>
</thead>
</table>
| Tenure on Appointment             | [FY] New Tenured [Position]                | Appointment  | School College OFA (609) Institute P&T Committee EVPR (120) Provost (600) President (800) | Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type (must match offer letter), Degree information, Teaching CIP, Salary, Background Check | • Critical Hire Approval Form (75%+)*  
• Job Posting (include posting date and site)*  
• Draft Offer Letter  
• Transcripts (or note confirming they have been sent)  
• CV  
• Affirmative Action Form  
• 5 External Reviewer Letters  
• Teaching Evaluations  
• School Committee Letter (must address all 3 tenure criteria)  
• School Chair Letter (must evaluate teaching quality)  
• College Committee Letter  
• Dean Letter  
• Waiver  
• Teaching and Research Statement  
• Biosketch |
| Retention or Salary Increase (no change in terms of appointment) | [FY] Retention or [FY] Sal Inc or [FY] Equity | Retention/ Sal Inc | School College OFA (609) Provost (600) | Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type (must match offer letter), Degree information, Teaching CIP, Salary | • Draft Offer Letter  
• Updated CV  
• Any Supporting Documentation |
| Mid-year Changes in Appointment   | [Semester] [Position]                      | Appointment  | School College OFA (609) Provost (600) | Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type (must match offer letter), Degree information, Teaching CIP, Salary (if applicable) | • Draft Offer Letter  
• Updated CV  
• Any Supporting Documentation |
| Appointments to Endowed Positions | [Semester] [Position]                      | Appointment  | School College OFA (609) Provost (600) | Proposed Title [Endowed Chair or Professor], Tenure Information, Employment Type, WorkTime Type, Effective Date, Short Term Begin and End Date, Contract Type (must match offer letter), Degree information, Teaching CIP, Salary, Background Check | • Draft Offer Letter  
• Updated CV  
• Documentation that a search was performed  
• Any Supporting Documentation |
| Administrative Appointments       | [Semester] [Position]                      | Appointment  | School College OFA (609) Provost (600) | Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Short Term Begin and End Date, Contract Type (must match offer letter), Degree information, Teaching CIP, Salary, Background Check | • Critical Hire Approval Form^  
• Job Posting (include posting date and site)*  
• Draft Offer Letter (with salary broken down by base salary + administrative stipend = total salary)  
• Updated CV  
• Documentation that a search was performed  
• Any Supporting Documentation |
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<tbody>
<tr>
<td>Requests for Emeritus Status</td>
<td>[Semester] Emeritus Status</td>
<td>Other</td>
<td>School College OFA (609)</td>
<td>Select &quot;Award of Emeritus Title&quot; under &quot;Other Type&quot;</td>
<td>• Emeritus Form&lt;br&gt;• Updated CV&lt;br&gt;• Recommendation Letter Any Supporting Documentation</td>
</tr>
<tr>
<td>Absence from Campus</td>
<td>[Semester] Absence</td>
<td>Other</td>
<td>School College OFA (609)</td>
<td>Must add College and OFA (609) to approvals tab</td>
<td>• Approved Absence from Campus Form</td>
</tr>
<tr>
<td>Leave of Absence (8 weeks to 1 year)</td>
<td>[Semester] LOA</td>
<td>Other</td>
<td>School College OFA (609)</td>
<td>Must add College and OFA (609) to approvals tab</td>
<td>• Signed Leave of Absence Form&lt;br&gt;• OSP LoA Checklist</td>
</tr>
<tr>
<td>Leave of Absence (More than 1 year)</td>
<td>[Semester] LOA Extension</td>
<td>Other</td>
<td>School College OFA (609)</td>
<td>Must add College, OFA (609), and Provost (600) to approvals tab</td>
<td>• Signed Leave of Absence Form&lt;br&gt;• OSP LoA Checklist&lt;br&gt;• Draft letter from the Provost to the Chancellor</td>
</tr>
<tr>
<td>ASMD</td>
<td>[Semester] ASMD</td>
<td>Other</td>
<td>School College OFA (609)</td>
<td>Must add College and OFA (609) to approvals tab, $10,000 commitment to Provost (600)</td>
<td>• ASMD Form</td>
</tr>
<tr>
<td>Dual Appointment Agreements (DAA)</td>
<td>[Semester] DAA</td>
<td>Other</td>
<td>School College OFA (609)</td>
<td>Must add College, OFA (609), and Provost (600) to approvals tab</td>
<td>• Signed USG Dual Appointment Form&lt;br&gt;• Signed GT Dual Appointment Coversheet</td>
</tr>
<tr>
<td>External Adjunct Appointments</td>
<td>[Semester] External Adjunct</td>
<td>Appointment</td>
<td>School College OFA (609)</td>
<td>Proposed Title, Employment Type (temp), WorkTime Type (FT), Effective Date, End Date, Degree information, Teaching CIP</td>
<td>• Draft Offer Letter&lt;br&gt;• Transcripts (or note confirming they have been sent)&lt;br&gt;CV</td>
</tr>
<tr>
<td>Internal Adjunct Appointments</td>
<td>[Semester] Internal Adjunct</td>
<td>Appointment</td>
<td>School (both) College (both) OFA (609)</td>
<td>Proposed Title, Employment Type (temp), WorkTime Type (FT), Effective Date, End Date, Degree information, Teaching CIP</td>
<td>• Draft Offer Letter&lt;br&gt;• Transcripts (or note confirming they have been sent)&lt;br&gt;CV</td>
</tr>
<tr>
<td>Retirements/Resignations</td>
<td>[Semester] Retirement or Resignation</td>
<td>Other</td>
<td>School College OFA (609)</td>
<td>Must add College and OFA (609) to approvals tab</td>
<td>• Retirement/Resignation Letter</td>
</tr>
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## GT-TRACS Package Requirements for **ACADEMIC FACULTY**

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<tr>
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<tr>
<td>Extensions to the Probationary Period</td>
<td>[Semester] Tenure Clock Extension</td>
<td>Other</td>
<td>School College OFA (609)</td>
<td>Must add College and OFA (609) to approvals tab</td>
<td>• <a href="#">Extension of the Probationary Period Request Form</a></td>
</tr>
</tbody>
</table>
| Academic Professional Adding Teaching Duties| [Semester] Teaching [Position]                    | Appointment  | School College OFA (609)          | Proposed Title (retain current title), Tenure Track (no), Employment Type, WorkTime Type, Effective Date, Short Term Begin and End Date, Degree information, Teaching CIP, Salary, Background Check | • Draft Offer Letter (retain current title)                                           
|                                             |                                                  |              |                                   |                                                                                                      | • Updated CV                                                                        
|                                             |                                                  |              |                                   |                                                                                                      | • Copy of Transcript                                                                
|                                             |                                                  |              |                                   |                                                                                                      | • Background Screen Clearance (if new teaching assignment)                            |
| Course Overload                            | OneUSG Connect Supplemental Pay transaction only   |              |                                   |                                                                                                      |                                                                                    |

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

^Administrative appointments with an administrative commitment less than 50% do not require a CHJ.

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

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*Updated 12/1/2020*