

**GT-TRACS Package Requirements for ACADEMIC FACULTY**

Action Type	Package Name	Package Type	Approval Orgs	Required Fields on Package Info Tab	Required Attachments
<b>Non Tenure-Track New Appointment</b>	<i>[FY or Semester] New [Position]</i>	Appointment	School College OFA (609)	Proposed Title, Tenure Track ( <i>no</i> ), Employment Type, WorkTime Type, Effective Date, Short Term Begin and End Date ( <i>if applicable</i> ), Contract Type ( <i>must match offer letter</i> ), Degree Info, Teaching CIP, Salary	<ul style="list-style-type: none"> <li>• Job Posting (include posting date and site)*</li> <li>• Draft Offer Letter</li> <li>• Transcripts (or note confirming they have been sent)</li> <li>• CV</li> <li>• Affirmative Action Form</li> <li>• Reference Letters (3)</li> </ul>
<b>Non Tenure-Track Reappointment</b>	<i>[FY or Semester] Reappointment [Position]</i>	Appointment	School College OFA (609)	Proposed Title, Tenure Track ( <i>no</i> ), Employment Type, WorkTime Type, Effective Date, Short Term Begin and End Date ( <i>if applicable</i> ), Contract Type ( <i>must match offer letter</i> ), Degree Info, Teaching CIP, Salary	<ul style="list-style-type: none"> <li>• Draft Offer Letter</li> </ul>
<b>Tenured/Tenure-Track New Appointment</b>	<i>[FY] New [Position]</i>	Appointment	School College OFA (609) EVPR (120) Provost (600)	Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type ( <i>must match offer letter</i> ), Degree Info, Teaching CIP, Salary	<ul style="list-style-type: none"> <li>• Job Posting (include posting date and site)*</li> <li>• Draft Offer Letter (including prior credit, if applicable)</li> <li>• Transcripts (or note confirming they have been sent)</li> <li>• CV</li> <li>• Affirmative Action Form</li> <li>• Reference Letters (3)</li> </ul>
<b>Tenure on Appointment</b>  <i>(Tenure consideration only; hiring package should be submitted separately)</i>	<i>[FY] Tenure</i>	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 ( <i>must match offer letter</i> ), Degree Info, Teaching CIP, Salary	<ul style="list-style-type: none"> <li>• CV (any format)</li> <li>• Sample External Reviewer Request(s)</li> <li>• 5 External Reviewer Letters</li> <li>• Teaching Evaluations</li> <li>• School Committee Letter (must address all 3 tenure criteria)</li> <li>• School Chair Letter (must address all 3 tenure criteria)</li> <li>• College Committee Letter</li> <li>• Dean Letter</li> <li>• Waiver</li> <li>• Personal Narrative (any format)</li> <li>• Biosketch</li> </ul>

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<b>Administrative Appointments</b>	[FY] [Position]	Appointment	School College OFA (609)	Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Short Term Begin and End Date, Contract Type ( <i>must match offer letter</i> ), Degree Info, Teaching CIP, Salary	<ul style="list-style-type: none"> <li>• Strategic Plan Alignment Approval (<i>unless &lt; 50% administrative commitment AND salary over \$100K or position vacant more than 12 months</i>)</li> <li>• Job Posting (include posting date and site)*</li> <li>• Draft Offer Letter (with salary broken down by <i>base salary + administrative stipend = total salary</i>)</li> <li>• Updated CV</li> <li>• Documentation that a search was performed</li> <li>• Any Supporting Documentation</li> </ul>
<b>Changes in Appointment</b>	[Semester] [Position]	Appointment	School College OFA (609)	Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type ( <i>must match offer letter</i> ), Degree Info, Teaching CIP, Salary	<ul style="list-style-type: none"> <li>• Draft Offer Letter</li> <li>• Updated CV</li> <li>• Any Supporting Documentation</li> </ul>
<b>Rehired Retiree (RBW) Appointment</b>	[FY or Semester] RBW	Appointment	School College OFA (609)	Proposed Title, Effective Date, Short Term Begin and End Date, Salary	<ul style="list-style-type: none"> <li>• Draft Offer Letter</li> <li>• Request Letter to President (specify funding source)</li> </ul>
<b>Retention or Salary Increase</b> <i>(no change in terms of appointment)</i>	[FY] Retention or [FY] Sal Inc or [FY] Equity	Retention/ Sal Inc	School College OFA (609)	Proposed Title, Tenure Information, Employment Type, WorkTime Type, Effective Date, Contract Type ( <i>must match offer letter</i> ), Teaching CIP, Salary	<ul style="list-style-type: none"> <li>• Draft Offer Letter</li> <li>• Updated CV</li> <li>• Any Supporting Documentation</li> </ul>
<b>Appointments to Endowed Positions</b>	[Semester] [Position]	Appointment	School College OFA (609) Provost (600)	Proposed Title ( <i>Endowed Chair or Professor</i> ), Tenure Information, Employment Type, WorkTime Type, Effective Date, Short Term Begin and End Date, Contract Type ( <i>must match offer letter</i> ), Degree Info, Teaching CIP, Salary	<ul style="list-style-type: none"> <li>• Draft Offer Letter</li> <li>• Updated CV</li> <li>• Documentation that a search was performed</li> <li>• Any Supporting Documentation</li> </ul>

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<b>Retirement/Resignation</b>	[FY] Retirement <i>or</i> [FY] Resignation	Other	School College OFA (609)	Must add College and OFA (609) to approvals tab	<ul style="list-style-type: none"> <li>Resignation/Retirement letter from employee, including indication of last working date</li> </ul>
<b>Request for Emeritus Status</b>	[FY] Emeritus Status	Other	School College OFA (609) President (800)	Select "Award of Emeritus Title" under "Other Type"	<ul style="list-style-type: none"> <li><a href="#">Emeritus Form</a></li> <li>Updated CV</li> <li>Recommendation Letter Any Supporting Documentation</li> </ul>
<b>Absence from Campus</b>	[Semester] Absence	Other	School College OFA (609)	Must add College and OFA (609) to approvals tab	<ul style="list-style-type: none"> <li>Approved <a href="#">Absence from Campus Form</a></li> <li>Export Control Form or verification of approval, if traveling internationally</li> </ul>
<b>Leave of Absence (8 weeks to 1 year)</b>	[Semester] LOA	Other	School College OFA (609)	Must add College and OFA (609) to approvals tab	<ul style="list-style-type: none"> <li>Signed <a href="#">Leave of Absence Form</a></li> <li><a href="#">OSP LoA Checklist</a></li> <li>Export Control Form or verification of approval, if traveling internationally</li> </ul>
<b>Leave of Absence (beyond 1 year)</b>	[Semester] LOA Extension	Other	School College OFA (609) Provost (600) [BoR]	Must add College, OFA (609), and Provost (600) to approvals tab	<ul style="list-style-type: none"> <li>Signed <a href="#">Leave of Absence Form</a></li> <li><a href="#">OSP LoA Checklist</a></li> <li>Draft letter from the Provost to the Chancellor</li> <li>Export Control Form or verification of approval, if traveling internationally</li> </ul>
<b>ASMD</b>	[Semester] ASMD	Other	School College OFA (609) Provost (600)	Must add College and OFA (609) to approvals tab, \$10,000 commitment to Provost (600)	<ul style="list-style-type: none"> <li>Signed <a href="#">ASMD Form</a></li> </ul>

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<b>Dual Appointment Agreements (DAA)</b>	[Semester] DAA	Other	School College OFA (609) Provost (600)	Must add College, OFA (609), and Provost (600) to approvals tab	<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>External Adjunct Appointments</b>	[Semester] External Adjunct	Appointment	School College OFA (609)	Proposed Title, Employment Type ( <i>temp</i> ), WorkTime Type ( <i>FT</i> ), Effective Date, End Date, Degree Info, Teaching CIP	<ul style="list-style-type: none"> <li>Draft Offer Letter</li> <li>Transcripts (or note confirming they have been sent)</li> <li>CV</li> </ul>
<b>Internal Adjunct Appointments</b>	[Semester] Internal Adjunct	Appointment	School (both) College (both) OFA (609)	Proposed Title, Employment Type ( <i>temp</i> ), WorkTime Type ( <i>FT</i> ), Effective Date, End Date, Degree Info, Teaching CIP	<ul style="list-style-type: none"> <li>Draft Offer Letter</li> <li>Transcripts (or note confirming they have been sent)</li> <li>CV</li> </ul>
<b>Extensions to the Probationary Period</b>	[Semester] Tenure Clock Extension	Other	School College OFA (609)	Must add College and OFA (609) to approvals tab	<ul style="list-style-type: none"> <li><a href="#">Extension of the Probationary Period Request Form</a></li> </ul>
<b>Academic Professional Adding Teaching Duties</b>	[Semester] Teaching	Appointment	School College OFA (609)	Proposed Title ( <i>retain current title</i> ), Tenure Track ( <i>no</i> ), Employment Type, WorkTime Type, Effective Date, Short Term Begin and End Date, Degree Info, Teaching CIP, Salary, Background Check^	<ul style="list-style-type: none"> <li>Draft Offer Letter (<i>retain current title</i>)</li> <li>Updated CV or Resume</li> <li>Transcript</li> <li>Background Screen Clearance^ (if new teaching assignment)</li> </ul>
<b>Intergovernmental Personnel Act (IPA) Agreements</b>	FY[Year] IPA	Appointment	School/Unit College/Lab OFA (609)	Proposed Title; Employment Type; New Hire Y/N, Citizenship, Effective Date, Degree Info, annual or hourly Salary	<ul style="list-style-type: none"> <li>Draft Offer Letter</li> <li>IPA Agreement Documentation</li> </ul>

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Course Overload	<i>None</i>				<i>OneUSG Connect Supplemental Pay transaction only</i>

*\* Job posting/search documents only required for searches conducted outside of OneUSG Careers.*

*^ 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 \$100,000, or:
2. Any position that has been vacant for more than 12 months.

*100% grant/sponsored funded positions are exempt.*