

**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 Research Faculty</b>	FY[Year] New [Position]	Appointment	School/Unit College/Lab RFA	Proposed Title; Employment Type; New Hire Y/N, Citizenship, Effective Date, Degree Info, annual or hourly Salary	<ul style="list-style-type: none"> <li>• Job Posting (include posting date &amp; site)*</li> <li>• Draft Offer Letter</li> <li>• Resume/CV</li> <li>• Official Transcript; FCE for non-US Institutions</li> <li>• Reference Letters (3)</li> <li>• All Affirmative Action documents</li> </ul>
<b>New Limited-Term Research Faculty</b>	FY[Year] New [Position] - LT	Appointment	School/Unit College/Lab RFA	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 (including end date)</li> <li>• Resume/CV</li> <li>• Official Transcript; FCE for non-US Institutions</li> <li>• Reference Letters (3)</li> </ul>
<b>Transfer (Change in Position), Administrative Appointment, or Interim Assignment</b>	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, Citizenship, Effective Date, Degree Info, annual or hourly Salary, Background Check^	<ul style="list-style-type: none"> <li>• Draft Offer Letter (including end date, if applicable)</li> <li>• Current Resume/CV</li> <li>• If official transcript is on file with FA, add note in package</li> <li>• Salary comp/equity data or other justification, if salary increase</li> <li>• Background Screen Clearance^ (if Position of Trust)</li> <li>• **If search required for position or if transferring from LT to a <u>Regular position</u>, include: Job Posting (with date) and all regular application/Affirmative Action documents*</li> <li>• Strategic Plan Alignment Approval (unless &lt; 50% administrative commitment AND salary over \$100K or position vacant more than 12 months)</li> </ul>
<b>Change in Appointment</b>  <i>(Changes in terms of current Appointment, such as Additional Duties; no change in Position)</i>	FY[Year] [Position]	Appointment	School/Unit College/Lab RFA	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 (including end date, if applicable)</li> <li>• Resume/CV</li> <li>• Internal salary comp/equity data or other justification, if salary increase</li> <li>• Any supporting documentation (e.g., justification memo)</li> </ul>

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<p align="center"><b>New Postdoctoral Fellow</b></p>	<p align="center">FY[Year] New Postdoctoral Fellow</p>	<p align="center">Appointment</p>	<p>School/Unit College/Lab RFA</p>	<p>Proposed Title; Employment Type; New Hire Y/N, Citizenship, Effective Date, Degree Info, annual or hourly Salary</p>	<ul style="list-style-type: none"> <li>• Draft Offer Letter (include begin and end dates)</li> <li>• Resume/CV</li> <li>• Official Transcript; FCE for non-US Institutions</li> <li>• Reference Letters (3)</li> </ul>
<p align="center"><b>Postdoctoral Scholar (Affiliate)</b></p>	<p align="center">FY[Year] Postdoctoral Scholar</p>	<p align="center">Appointment</p>	<p>School/Unit College/Lab RFA</p>	<p>Proposed Title; Employment Type (Temporary); New Hire Y/N, Citizenship, Effective Date, Degree Information</p>	<ul style="list-style-type: none"> <li>• Offer/Invitation letter (include begin and end dates)</li> <li>• Resume/CV</li> <li>• Funding letter from sponsoring agency</li> <li>• Official Transcript; FCE for non-US Institutions</li> </ul>
<p align="center"><b>New Visiting Research Faculty</b>  (part-time only)</p>	<p align="center">FY[Year] New Visiting [Position]</p>	<p align="center">Appointment</p>	<p>School/Unit College/Lab RFA</p>	<p>Proposed Title; Employment Type; New Hire Y/N, Citizenship, Effective Date, Degree Info, hourly Salary, Background Check^</p>	<ul style="list-style-type: none"> <li>• Draft Offer Letter (include begin and end dates)</li> <li>• Resume/CV</li> <li>• Official Transcript; FCE for non-US Institutions</li> <li>• Funding Letter (if applicable)</li> </ul> <p align="center"><i>Regular new hire package required for benefits-eligible position.</i></p>
<p align="center"><b>Extension of Current Appointment</b></p>	<p align="center">FY[Year] Extension [Position]</p>	<p align="center">Appointment</p>	<p>School/Unit College/Lab RFA</p>	<p>Proposed Title; Employment Type; New Hire (N), Citizenship, Effective Date, Degree Info, Salary</p>	<ul style="list-style-type: none"> <li>• Original/Current Appointment Offer Letter</li> <li>• Draft Offer letter with extension date</li> </ul> <p align="center"><b>**Package should be initiated at least 60 days prior to term date**</b></p>
<p align="center"><b>Rehire</b>  (same rank/position)</p>	<p align="center">FY[Year] Rehire [Position]</p>	<p align="center">Appointment</p>	<p>School/Unit College/Lab RFA</p>	<p>Proposed Title; Employment Type; New Hire Y/N, Citizenship, Effective Date, Degree Info, annual or hourly Salary, Background Check^</p>	<ul style="list-style-type: none"> <li>• Draft Offer Letter (include end date,if applicable)</li> <li>• Resume/CV</li> <li>• Reference Letters (3)</li> <li>• If official transcript is on file, add note in package</li> </ul> <p align="center"><b>**If transferring to a <u>Regular position</u>, include: Job Posting (with date) and all Affirmative Action documents</b></p>

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<p align="center"><b>Salary Increase Requests – Internal Equity, Market Adjustment, or Retention</b></p> <p align="center"><i>(no change in duties/ appointment)</i></p>	FY[Year] Sal Inc - [Type]	Retention/ Sal Inc	School/Unit College/Lab RFA	Proposed Title; Employment Type; Citizenship, Effective Date, Current and Proposed Salary	<ul style="list-style-type: none"> <li>• Draft notification letter to employee</li> <li>• 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</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> <li>• If Prevailing Wage, include documentation from Global HR</li> </ul>
<p align="center"><b>Rehired Retiree (RBW) Appointment</b></p> <p align="center"><i>Research, Teaching, or Administrative Duties</i></p>	FY[Year] RBW	Appointment	School/Unit College/Lab RFA	Proposed Title; Employment Type; Citizenship, Effective Date, Degree Info, Current and Proposed Salary	<ul style="list-style-type: none"> <li>• Draft Offer Letter</li> <li>• Request Letter to President (specify funding source)</li> </ul>
<p align="center"><b>Joint/Concurrent Appointment (working in two depts)</b></p> <p align="center"><i>*If teaching, follow Adding Teaching Duties package below</i></p>	FY[Year] Joint Hire [Current Position]	Appointment	School/Unit (both depts) College/Lab (both depts) RFA (or 609 if Academic)	Proposed (Current) Title, Courtesy Appointment Org, Effective Date, Degree Info	<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>• <i>Should not cross over FYs</i></li> </ul>
<p align="center"><b>Research Faculty Adding Teaching Duties</b></p>	[Semester] Teaching	Appointment  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^	<ul style="list-style-type: none"> <li>• Draft Offer Letter (retain current title)</li> <li>• Updated CV/Resume</li> <li>• Copy of Transcript</li> <li>• Background Check^ (if new teaching assignment)</li> </ul>

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<b>Leave of Absence (LOA)</b> <i>8 weeks to 1 year</i>	FY[Year] LOA	Other	School/Unit College/Lab VPGEFD (609)	Include Job Title in Note	<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>Export Control Form or verification of approval, if traveling internationally</li> <li>Notify Athena Jones in Notes section or upload confirmation of review by Athena</li> </ul>
<b>Leave of Absence (beyond 1 year)</b>	[Semester] LOA Extension	Other	School/Unit College/Lab OFA (609) EVPR (120) <i>or</i> Provost (600) <i>[BoR]</i>	Must add College, OFA (609), and EVPR (120) <i>or</i> Provost (600) based on unit reporting 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> <li>Draft letter from the EVPR/Provost to the Chancellor; subject to BoR approval</li> </ul>
<b>Conditional Offer</b>	FY[Year] New - Conditional <i>[Position]</i>	Other	School/Unit College/Lab EVPR (120)		<ul style="list-style-type: none"> <li>Draft Conditional Letter</li> <li>Resume/CV</li> <li>Internal salary analysis (if applicable)</li> </ul>
<b>Resignation/Retirement</b>	FY[Year] Resignation <i>or</i> FY[Year] Retirement	Other	School/Unit College/Lab EVPR (120)	Must add EVPR (120) to approvals tab	<ul style="list-style-type: none"> <li>Resignation letter or email from employee, including indication of last working date</li> </ul>
<b>Termination – Lack of Funding (LOF)</b>	FY[Year] Termination - LOF	Other	School/Unit College/Lab 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 <i>(Ad-Hoc Ivy Gardner on OneUSG transaction)</i></li> </ul>
<b>Termination – Performance</b>	FY[Year] Termination – Performance	Other	School/Unit College/Lab EVPR (120)	Must add EVPR (120) to approvals tab	<ul style="list-style-type: none"> <li>Correspondence/approval from GTHR Employee Relations <i>(Ad-Hoc Ivy Gardner on OneUSG transaction)</i></li> </ul>

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<b>External Adjunct (<i>Courtesy Appointment</i>)</b>	FY[Year] External Adjunct	Appointment	School/Unit College/Lab EVPR (120)	Proposed Title; Employment Type; Effective Date, Degree Info, 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</li> </ul>
<b>Internal Adjunct (<i>Courtesy Appointment</i>)</b>	FY[Year] Internal Adjunct	Appointment	School/Unit College/Lab EVPR (120)	Proposed (Current) Title, Courtesy Appointment Org, Effective Date, Degree Info	<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</li> </ul>
<b>Requests for Emeritus Status</b>	FY[Year] Emeritus Status	Other	School/Unit College/Lab VPGEFD (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 Resume/CV</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/Unit College/Lab 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>
<b>Change in Percent Time</b> (for more than six months <i>or</i> change in benefits eligibility)	FY[Year] Percent Time Change	Appointment	School/Unit College/Lab RFA	Proposed Title (retain current title), Employment Type, Effective Date, Degree Info	<ul style="list-style-type: none"> <li>• Draft Offer Letter (retain current title)</li> <li>• Updated CV</li> <li>• Justification memo and/or request from employee</li> </ul>
<b>Intergovernmental Personnel Act (IPA) Agreements</b>	FY[Year] IPA	Appointment	School/Unit College/Lab RFA	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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\* *Critical Hire Justification (CHJ) and 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.*