

Guidance on Academic and Research Faculty Appointments

Table of Contents

Overview	2
Determining the Appropriate Title	2
Regular, Full-Time Faculty	3
Search	3
Making an Offer	3
Relocation	4
Tenure on Appointment	5
Onboarding	5
Part-Time and Limited-Term Faculty	6
Making an Offer	6
Onboarding	7
Administrative and Named Appointments	7
External Search Procedures.....	7
Internal Search Procedures.....	8
Appointment to a Named Position.....	8
Administrative Appointment.....	8
Making an Offer to an Internal Candidate	9
Making an Offer and Onboarding for an External Candidate	9
Joint and Internal Courtesy Appointments.....	9
New Hire.....	10
Current Employee	10
Adjunct Faculty Appointments.....	11
Making an Offer	11
Onboarding	11
Retired but Working Faculty (RBW).....	12
Academic Faculty RBWs Teaching.....	12
Faculty RBWs Conducting Research.....	12
Faculty RBWs Performing Administrative Duties.....	12
Appendix 1: Recent Changes	15
<i>Changes to the document after initial publication can be found here.</i>	15
Appendix 3: Steps for Hiring Regular, Full-Time Faculty	17
Appendix 4: Avoiding Common Errors.....	18

Overview

Georgia Tech is committed to attracting, developing, and retaining an outstanding and diverse faculty. For this reason, the processes for faculty appointments must be fair and rigorous. This document is designed to ensure that the process for appointing faculty members is focused on the successful recruitment and onboarding of the best candidate for each position.

This document includes systematic instructions for hiring faculty at Georgia Tech. In addition to the instructions listed in this document, each college has a *Statement of Recruitment Procedures* that defines its specific hiring practice. Please consult unit- and division-level hiring administrators for this information.

All appointments, including internal promotions and administrative appointments require a background screen.

Determining the Appropriate Title

Georgia Tech has eight faculty categories, as listed below. The appropriate category should be selected before the search begins and is dependent upon the specific job duties and minimum-required credentials for the position. The level, or rank, within the category depends on the credentials of the candidate.

Faculty categories include:

- Tenure-Track faculty
- Lecturer
- Academic Professional
- Professor of the Practice
- Research Scientist/Engineer/Associate/Technologist
- Extension Professional
- Postdoctoral Fellow/Scholar

With the exception of postdoctoral fellows, faculty members hired for a period not to exceed two years may be hired into a visiting or term position without a search.

A table listing the faculty categories, duties, required credentials, and ranks can be found on the [Faculty Affairs website](#). The category should be based upon the duties comprising the majority of the position, while the rank should be commiserate upon the individual's credentials.

Once the appropriate category has been identified, a determination should be made as to whether the position will be a limited-term position or a long-term (Regular) position and the time commitment required for the position.

Regular, Full-Time Faculty

Search

Once the appropriate faculty category has been identified, the hiring manager should appoint a search committee to manage and conduct the search process. The search committee members and chair must complete the [required training module for faculty searches](#). Additionally, a [guidance document on the search process](#) may be found on the Faculty Affairs website.

All regular, full-time positions should be posted via the Careers module in the OneUSG Connect HCM system. Advertisements for regular, full-time tenure-track faculty must also be posted in a national professional association's website or professional journal (in print or online) for a minimum of 30 calendar days. Advertisements for regular, full-time non-tenure-track faculty must be posted for a minimum of 5 business days and may be advertised nationally. External job advertisements for faculty positions should direct candidates to apply via Careers.

All [job opening advertisements](#) should, at a minimum, include:

- Official Job Title;
- Posting title (if different from the official title);
- Job duties (specifically include the words “teach”, “teaching”, and/or “research” when applicable);
- Minimum requirements such as earned terminal degree or professional credentials;
- Direct link to Careers posting;
- Deadline for guaranteed consideration of applications;
- Employer name and specific geographic location (e.g. “Georgia Institute of Technology in Atlanta, Georgia); and
- AA/EOE Statement

Instructions for positing faculty positions in Careers can be found on the [Faculty Affairs website](#).

[Georgia Tech's ADVANCE Program](#) provides many helpful resources for performing searches.

Making an Offer

Once the candidate of choice has been selected, the appropriate rank should be identified. The minimum requirements for [academic faculty](#) and [research faculty](#) ranks documents can be found on the Faculty Affairs website. If the candidate's appointment will be funded and held in more than one department, please follow the instructions in the section [on joint appointments](#) in this document.

In accordance with the Georgia Tech Faculty Handbook sections [3.3.6](#) (for tenure-track faculty) and [3.2.2](#) (for academic professionals) prior credit toward time in rank and prior

credit toward tenure must be specified in the offer letters in order to be applied toward promotion and/or tenure. Lecturers may not receive prior credit toward promotion.

Once verbal negotiations have concluded, the Hiring Manager should draft an official offer letter using the appropriate [Georgia Tech Faculty Offer Letter Template](#). If relocation is being offered, it must be included in the original offer letter.

A GT-TRACS package should be submitted, which includes the following documents:

- Draft offer letter;
- CV;
- Application*;
- Three (3) letters of recommendation;
- Official Transcripts (or a note that the transcripts have been requested) in addition to a Foreign Credential Evaluation, if degree(s) from a non-US institution;
- Copy of Careers Job Opening Report
- Affirmative Action Report downloaded from OneUSG (contact Badra Jaden);
- [Affirmative Action Checklist*](#);
- [Affirmative Action Form*](#) and [Applicant Flow Chart*](#)
**for searches conducted outside of Careers*

The GT-TRACS package should follow the naming convention and include the required data elements as stated on the [GT-TRACS Package Requirements for Academic Faculty](#) or the [GT-TRACS Package Requirements for Research Faculty](#). Attachments should be uploaded as individual documents.

Relocation

Any offer of relocation assistance for new employees is processed via lump-sum payment, in accordance with the [Policy on Relocation Assistance](#) and the [Guidelines for Faculty Relocation](#). Employees will be required to sign a [Relocation Repayment Agreement](#). Departments should request allocation of any relocation commitment from Faculty Affairs prior to submitting the one-time supplemental pay transaction in OneUSG. The supplemental pay transactions should be processed according to the [payroll calendar](#).

No written offer should be provided to a candidate without first being fully vetted and approved through GT-TRACS.

Note that a specific dollar amount must be included in the original, accepted offer letter. Any post-offer negotiated amounts are a violation of the Gratuities clause of the Constitution of the State of Georgia.

Tenure on Appointment

[Guidance on the Tenure on Appointment Process](#) may be found on the Faculty Affairs website. Except for appointments to administrative positions, the individual must have held tenure at another institution, although doing so does not guarantee an offer of tenure on appointment at Georgia Tech. In addition to the procedures listed for the appointment of regular, full-time faculty, tenure on appointment cases [require specific documentation](#) to be submitted via the PROMOTE system, including:

- Biosketch
- Dean's Letter
- College Committee Letter (include date of meeting and votes)
- School Chair Letter
- School Committee Letter (include date of meeting and votes)
- Teaching Evaluations
- Sample Request to External Reviewers
- External Reviewer Selection Table
- External Reviewer Biosketches
- External Letters
- Candidate's Personal Narrative
- CV
- Signed Statement of Completeness
- Signed Waiver Statement

In cases where the candidate will be holding a joint appointment, a person from the candidate's secondary unit should be appointed to the committee, and the letter from the unit head should be signed by the both school chairs/deans.

The Institute Committee meets on specific dates each year to consider these cases. Deadlines for these meetings can be found on [Faculty Affairs Calendars](#) webpage.

Onboarding

Once the candidate has officially accepted the offer, the signed offer letter should be uploaded into GT-TRACS, and the package status should be updated to "accepted".

Departments are responsible for working with Global HR to ensure that the proper visa paperwork has been filed and the new faculty members are aware of their responsibilities for ensuring they obtain the visa prior to their start date.

The signed offer letter should be uploaded into the job offer transaction in Careers, which should be submitted in accordance with the GTHR [payroll calendar](#). Transaction processing may be delayed during busy hiring seasons times such as December, January, July, August, and September. For this reason, units should refer to the [Faculty Affairs Deadlines Calendar](#) for transaction deadlines based upon the hire date. Prior to

submitting the hiring proposal in Careers, the department should ensure that the offer has been accepted in GT-TRACS and the final, official transcript from highest degree (or [foreign credential evaluation](#) for anyone who received his/her degree from an institution outside of the US or Canada) is on file in Faculty Affairs.

Once the gtID number has been assigned for the faculty member, departments should link it to the employee's GT-TRACS profile.

Faculty members who will have teaching responsibilities should be provided with Georgia Tech's [FERPA Acknowledgement Form](#), which should be uploaded with the [Banner Instructor Access Request Form](#).

Part-Time and Limited-Term Faculty

A search is strongly encouraged, though not required, for positions less than 75% time and/or less than two years for Academic Faculty. If a search is not performed, a faculty member being hired into a full-time position may only be hired into a visiting/limited-term position for a maximum of two (2) years.

For academic faculty who are hired without a search and whose appointment is increased to 75% time or above, either a search must be conducted or the faculty member converted to a visiting position. Faculty may stay in a visiting position for a maximum of two (2) years.

For limited-term Research Faculty, a posted search is strongly encouraged unless there is no possibility the position may extend beyond two (2) years. Research Faculty positions shall be posted for a minimum of five (5) business days.

The FTE for part-time teaching faculty who teach should be calculated based upon the [USG Standard Conversion Chart](#).

Please consult the [Guidelines for Part-Time and Limited-Term Academic Faculty](#).

Making an Offer

Once a candidate has been selected, the hiring manager should draft an official offer letter using the appropriate [Georgia Tech Faculty Offer Letter Template](#).

A GT-TRACS package should be submitted, which includes the following documents:

- Draft offer letter;
- CV;
- Transcripts and Foreign Credentials Evaluation (for degrees earned at a non-US institution) or a note that the transcripts have been requested;
- [Part-Time Faculty Teaching Agreement](#), signed by the unit head, but not by the candidate (for part-time academic faculty who are teaching); and

- Three (3) letters of recommendation

The GT-TRACS package should follow the naming convention and include the required data elements as stated on the respective [GT-TRACS Package Requirements](#) document and attachments should be uploaded as individual documents.

No written offer should be provided to a candidate without first being fully vetted and approved through GT-TRACS.

Onboarding

Once the candidate of choice has been selected, the hire should be processed via Careers Job Offer or the OneUSG Direct Hire form (for non-competitive hires). Once the gtID number has been assigned, the academic unit for new faculty who will be teaching should submit the online [Banner Instructor Access Request Form](#). The faculty member will receive and sign the FERPA Acknowledgement Form via DocuSign.

The OneUSG hire transaction, which includes the hire/rehire date and the termination date, needs to be received in the Faculty Affairs approval queue by the level-four deadline according to the GTHR [payroll calendar](#). Processing may be delayed during busy hiring seasons such as January, July, August, and September. For this reason, Faculty Affairs produces a list of Academic Faculty Hiring Deadlines each spring for the upcoming year. Prior to submitting the OneUSG Connect transaction, the department should ensure that the offer has been accepted in GT-TRACS and the final official transcript is on file in Faculty Affairs.

Administrative and Named Appointments

A competitive search is required to appoint faculty to named and administrative positions. Due to the varying circumstances related to these appointments, the search may be either internal or external, depending on the level of influence. Examples of positions that fall under the category of “administrative appointments” include, but are not limited to:

- assistant/associate/executive director of an IRI, center, or program
- associate chair
- school chair
- assistant/associate/senior associate dean
- vice provost/president
- assistant/associate provost
- director of graduate/undergraduate studies

External Search Procedures

A position advertisement should be created in Careers. Advertisements for regular, full-time academic faculty should also be posted in a national professional journal (in print or online) for a minimum of 30 calendar days.

Advertisements for faculty positions should follow the [Job Posting Advertisement template](#) to include, at a minimum:

- Job Title;
- Job duties, to include administrative responsibilities (specifically include the words “teach”, “teaching”, and/or “research” when applicable);
- Minimum requirements such as earned terminal degree or professional credentials;
- Employer name and specific geographic location (e.g. “Georgia Institute of Technology in Atlanta, Georgia); and
- AA/EOE Statement

Internal Search Procedures

A position advertisement should be created in Careers. Advertisements for positions that do not result in a change to the official job code (less than 51% administrative effort) should use the job code “888FAC”, and the FA/HR representative should work with Faculty Affairs and the assigned faculty recruiter in the Administrative Services Center to discuss the recruitment plan prior to posting the position. In cases where the administrative effort represents the majority of the role (51% or more), the official job code and title will be used for the job opening.

The hiring manager (typically the unit head) should seek advice and input – ideally from a search committee – about the appropriateness of each candidate for the position. All advisers should bring and represent diverse perspectives and are recommended to have participated in an implicit bias workshop prior to serving on a search committee.

The hiring administrator/unit head should discuss the finalist pool, position, and vetting process with his/her supervisor prior to candidate interviews. The substance of the discussion should be documented in the search file. For example, if the position is being selected as an associate chair, the school chair should review the pool with the dean or designee.

Appointment to a Named Position

At the time of appointment, the letter of offer shall include the specific amount to be provided to the faculty member and indicate that a maximum of three years of the income can be carried forward to the next fiscal year. For termed professorships, the offer letters should also note the term of the appointment to the professorship.

Administrative Appointment

While an individual serves in an administrative position, his/her work department will be the department in which the administrative appointment is held. That department will be responsible for the salary, unless a different agreement has been reached between

multiple departments. While the individual serves in the administrative position, the individual will receive a base salary plus an administrative supplement. The base salary, administrative supplement, and total salary will each be explicitly stated in the offer letter. School chairs and administrators reporting to the President, Provost, or EVPR will typically be paid on a fiscal (12-month) contract.

For internal tenure-track appointments, the home department will retain the individual's faculty salary as well as the faculty line. The salary funds may be used to support a replacement faculty member or temporary/part-time instructors to assist with the teaching load.

Upon the individual's return to their faculty position in their home academic unit, the school or college will be responsible for covering the base salary with existing salary funds or other funds available to them. For administrative appointments in the President's, Provost's, or EVPR's office, new workload funds will be provided to cover any merit increases to the base salary during the individual's service in the administrative role.

[Making an Offer to an Internal Candidate](#)

The Hiring Manager should review the approximate terms of the offer and plans with their supervisor prior to initiating negotiations with the candidate of choice. Once verbal negotiations have concluded, the Hiring Manager should draft an official offer letter using the appropriate [Georgia Tech Faculty Offer Letter Template](#). This offer letter should be entered into a GT-TRACS package along with the candidate's current CV and the call for applications

No written offer should be provided to a candidate without first being fully vetted and approved through GT-TRACS.

[Making an Offer and Onboarding for an External Candidate](#)

The negotiation and onboarding processes for external administrative appointment offers follow the same processes as other regular, [full-time faculty appointments](#).

[Joint and Internal Courtesy Appointments](#)

Georgia Tech encourages interdisciplinary collaboration between colleagues in different departments. In some circumstances, it is appropriate for a faculty member to have an appointment in more than one department.

A "joint appointment" refers to an appointment in which the faculty member's salary is split between two (2) or more departments. In these cases, the faculty member has reporting responsibilities to both school chair(s) and/or director(s), and both departments are involved in evaluations, promotion and tenure review, and so forth.

A “courtesy appointment”, sometimes referred to as an “internal adjunct,” refers to an appointment where the faculty member’s home department is solely responsible for his/her salary, and the faculty member reports to one school chair or director. However, a courtesy appointment allows the faculty member to contribute in ways that are not open to all faculty members from outside of the department. This may include, but is not limited to, serving on thesis/PhD committees or research collaborations.

Non-teaching faculty (research faculty and administrative professionals) who are teaching should be processed in GT-TRACS as an appointment package, following the GT-TRACS package requirements document. A current CV, transcript, and draft offer letter should be uploaded.

New Hire

If the decision is made to offer a candidate a joint appointment, both departments should follow departmental protocol for faculty appointments. In cases of tenure on appointment, the primary department should follow its own internal protocol for tenure on appointment, being sure to include a member from the secondary department on the committee. The offer letter should be signed by both school chairs and specify the faculty member’s home department and the percentage of the appointment for each department. Additionally, the department number for the school that holds the faculty member’s secondary appointment should be entered in the “joint appointment” field in the GT-TRACS package, and the package will route through both schools and colleges for approval. At least 51% of the faculty member’s total commitment must be in the home department.

Though it is unusual for a courtesy appointment to be part of an initial hire, it is optional. In these situations, the school chairs or directors have the option of including a statement in the offer letter that the appointment includes a courtesy appointment in the School of X, as long as the letter includes the end date, based on the school’s policies. The school holding the courtesy appointment may elect to provide a secondary offer letter strictly related to the courtesy appointment. In either case, the courtesy appointment department should be indicated in the “courtesy appointment” field in the GT-TRACS package.

Current Employee

When a current GT faculty member is being offered a joint appointment, the department that is offering the joint appointment should create a GT-TRACS package and include the department number of the secondary department in the “joint appointment” field. The package should include an offer letter including the end date (if applicable), signed by both school chair(s) and/or director(s) and specifying the home department and the percentage of the faculty member’s appointment in each department along with a current CV. If they are a research faculty member who will be teaching, then the transcript must be uploaded. The secondary department should follow normal departmental protocol for faculty appointments. At least 51% of the employee’s total commitment must be in the home department.

When a current faculty member is being offered a courtesy appointment, the department offering the courtesy appointment typically submits the GT-TRACS package. These appointments are usually for a term of three (3) to five (5) years, depending on the individual department's policy on adjunct/courtesy appointments, and are renewable. The department should follow its normal protocol for courtesy appointments, and the package should include a current CV and an offer letter signed by the chair of the school that is making the offer. The [Internal Adjunct/Courtesy Appointment offer letter template](#) should be used. The letter should specify the expected contributions from the faculty member. The home department should be entered in the "courtesy appointment" field in GT-TRACS to ensure that the package flows through both departments.

Adjunct Faculty Appointments

In certain situations, departments may wish to offer a courtesy appointment to someone outside of Georgia Tech. In these situations, the department should follow its own process for adjunct faculty appointments.

Making an Offer

Once a candidate has been selected, the Hiring Manager should draft an official offer letter using the [External Adjunct Appointment Offer Letter Template](#). The offer letter should specify the exact terms of the appointment, including expected contributions by the candidate. Adjunct faculty appointments are subject to background screens.

A GT-TRACS package should be submitted, which includes the following documents:

- Draft offer letter;
- CV; and
- Transcripts (or a note that the transcripts have been requested)

The GT-TRACS package should follow the naming convention and include the required data elements as stated on the respective [GT-TRACS Package Requirements](#) document and attachments should be uploaded as individual documents.

No written offer should be provided to a candidate without first being fully vetted and approved through GT-TRACS.

Onboarding

A OneUSG Connect Direct Hire Form transaction that includes both the hire/rehire date and the term date needs to be submitted to Faculty Affairs in accordance with the GTHR [payroll calendar](#). OneUSG Connect processing may be delayed during busy hiring seasons such as January, July, August, and September. For this reason, Faculty Affairs produces a list of Academic Faculty Hiring Deadlines each spring for the upcoming year. Prior to submitting the Direct Hire Form, the department should ensure that the offer has been accepted in GT-TRACS, confirmation of a successful

background screen has been uploaded into GT-TRACS, and the final official transcript is on file in Faculty Affairs.

Rehired Retiree Faculty – Retired But Working (RBW)

Rehired retirees (also referred to as “Retired But Working” or “RBW” employees) must follow policies and procedures under the University System of Georgia (USG) and the Teacher’s Retirement System (TRS). An appointment of a RBW faculty member may include only a single category of work duties per appointment – Teaching, Research, or Administrative duties.

RBW salaries cannot exceed the salary rate at the time of retirement. Additional procedural guidance may be found on the [Faculty Affairs website](#).

Reappointed RBW faculty who have had a break in service will be required to undergo a background screen if one has not been completed within a one year period prior to the RBW start date.

A GT-TRACS package should be submitted, which includes the following documents:

- [Draft offer letter](#);
- [Formal Request to the President](#)

Academic Faculty RBWs Teaching

Teaching duties are limited to course instruction. Course development duties, such as creating new courses or overhauling an existing course, are considered Administrative duties by the USG/TRS; rehired retirees cannot be paid to develop one course and teach a second course in the same semester.

The time commitment (% time) for RBWs who are teaching must be assigned in accordance with the [USG Standard Conversion Chart](#), and the salary can be no more than the equivalent percentage of their salary at the time of retirement or the average salary of part-time lecturers within the same discipline. These requests should be approved by the school, college, and the Vice Provost for Graduate Education and Faculty Development (VPGEFD).

Faculty RBWs Conducting Research

Requests for RBW faculty conducting research are approved by the school/lab/IRI, college/GTRI, and the Vice Provost for Graduate Education and Faculty Development.

Faculty RBWs Performing Administrative Duties

These appointments typically only allowed for one year with the possibility of a one-year renewal. Strong justification will be required for any appointment in this category to last more than two years after retirement. These appointments are approved by the department, college/GTRI (units that fall under the Provost or EVPR should tag the

Director of Human Resources for the Provost, President, and EVPR in a GT-TRACS note for his/her approval), VPGEFD, and Provost's office.

Appendix 1: Recent Changes

Changes to the document after initial publication can be found [here](#).

Appendix 2: Additional Resources

[Georgia Tech Policy on Tenure-Track Faculty Appointments](#)

[Georgia Tech Policy on Tenured/Tenure-Track Faculty Promotions](#)
(includes requirements for ranks)

[Georgia Tech Research Faculty: Hiring and Promotion Guidelines](#)

[Georgia Tech Non-Tenure-Track Academic Faculty Members: Hiring and Promotion Guidelines](#)

[Georgia Tech Policy on Adjunct Appointments](#)

[Hiring Guidelines and Minimum Requirements for Academic Faculty Ranks](#)

[Hiring Guidelines and Minimum Requirements for Research Faculty Ranks](#)

[Recruitment Toolbox and Job Posting Template](#)

[Administrative Leadership Appointments for Faculty Policy](#)

Appendix 3: Steps for Hiring Regular, Full-Time Faculty

Step	Action	Related Documentation
1	Determine Appropriate Faculty Category	Hiring Guidelines
2	Request or Update Position Number	OneUSG Connect
3	Appoint a Search Committee	Training for Faculty Searches
4	Develop Job Advertisement and submit Careers Job Opening Transaction	Careers
5	Applicant Screening and Interviews	Search Guidelines
6	Verbal Negotiations	
7	Draft Offer Letter	Offer Letter Templates
	HRAP Salary Exception Request (if current employee receiving an increase > 9.9% over previous FY end salary)	
8	Create GT-TRACS Package	GT-TRACS Package Requirements
9	Change package status to “accepted”, Upload Signed Offer Letter, and link GTID to package	GT-TRACS
10	Careers Job Offer Transaction	Careers
11	Request Banner Instructor Access (if teaching)	Banner Access
12	Supplemental Pay for Relocation (if applicable)	Faculty Relocation

Appendix 4: Avoiding Common Errors

GT-TRACS

- ☐ Use appropriate package type and naming conventions
- ☐ Include all required data elements
- ☐ Include all attachments
- ☐ Update “attachment type” field or description for each attachment
- ☐ Review workflow and add approvers as needed
- ☐ Update package if start date and/or salary change

OneUSG Connect HCM

- ☐ Position must be correct first prior to submitting any other transactions – review Job Code, Pay Group, FTE, etc.
- ☐ Executed offer letter GT-TRACS and package marked as "Accepted"
- ☐ Add any required Ad-Hoc Approvers
- ☐ Avoid duplicate approvers (i.e., do not Ad-Hoc Faculty Affairs approver if already routing correctly at Level 4)
- ☐ Use correct action Reason Codes
- ☐ Be sure any required attachments are uploaded; redact any sensitive employee data and do not include any data for other employees
- ☐ Pay careful attention to Effective Dates
- ☐ Be mindful of Payroll Calendar deadlines (Faculty Affairs = Level 4)