

GT-TRACS Package Requirements for ACADEMIC FACULTY

Action Type	Package Name	Package Type	Approval Orgs	Required Fields on Package Info Tab	Required Attachments
Non Tenure-Track New Appointment	[FY or Semester] New [Position]	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 Data	<ul style="list-style-type: none">• Draft Offer Letter• Transcripts (or note confirming they have been sent)• CV• Job Opening Report• Applicant Pool Summary Data• Reference Letters (3) required for full-time• Part-Time Teaching Faculty Agreement Form (<i>if applicable</i>)
Non Tenure-Track Reappointment	[FY or Semester] Reappointment [Position]	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 Data	<ul style="list-style-type: none">• Draft Offer Letter• Part-Time Teaching Faculty Agreement Form (<i>if applicable</i>)
Tenured/Tenure-Track New Appointment	[FY] New [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 Data	<ul style="list-style-type: none">• Draft Offer Letter (including prior credit, if applicable)• Transcripts (or note confirming they have been sent)• CV• Job Opening Report• Applicant Pool Summary Data• Reference Letters (3)
Tenure on Appointment (Tenure dossier submitted via PROMOTE ; hiring package should be submitted via GT-TRACS as above)		[Submitted via PROMOTE]	School College OFA (609) [Institute P&T Committee] Provost (600) President (800)		<ul style="list-style-type: none">• CV (any format)• Sample External Reviewer Request(s)• 5 External Reviewer Letters• Teaching Evaluations• School Committee Letter (must address all 3 tenure criteria)• School Chair Letter (must address all 3 tenure criteria)• College Committee Letter• Dean Letter• Waiver• Personal Narrative (any format)• Biosketch

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Administrative Appointments	[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 Data	<ul style="list-style-type: none">Draft Offer Letter (with salary broken down by <i>base salary</i> + <i>administrative stipend</i> = total salary)Updated CVJob Opening Report/Documentation that a search was performedAny Supporting Documentation
Changes in Appointment	[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 Data	<ul style="list-style-type: none">Draft Offer LetterUpdated CVAny Supporting Documentation
Rehired Retiree (RBW) Appointment – Administration/Research	[FY or Semester] RBW	Appointment	School College OFA (609)	Proposed Title, Effective Date, Short Term Begin and End Date, Salary Data	<ul style="list-style-type: none">Draft Offer Letter<i>Include dates, monthly or hourly salary, and FTE in the letter.</i><i>Include funding source in the notes</i>
Rehired Retiree (RBW) Teaching	[FY or Semester] RBW	Appointment	School College OFA (609)	Proposed Title, Effective Date, Short Term Begin and End Date, Salary Data	<ul style="list-style-type: none">Draft Offer Letter<i>Include dates, monthly salary, course name, course number, and credit hours in the letter.</i>
Retention or other Salary Increase (no change in terms of appointment)	[FY] Retention or [FY] Market Adj 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 Data	<ul style="list-style-type: none">Draft Offer Letter or notification memo to employeeUpdated CVSupporting Documentation (<i>e.g., comparative salary data for internal equity or external offer letter for retention</i>)

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Appointments to Endowed Positions	[Semester] [Position]	Appointment	School College OFA (609)	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 Data	<ul style="list-style-type: none">• Draft Offer Letter• Updated CV• Documentation that a search was performed• Any Supporting Documentation
Retirement/Resignation	[FY] Retirement or [FY] Resignation	Other	School College OFA (609)	Must add College and OFA (609) to approvals tab	<ul style="list-style-type: none">• PDF Resignation/Retirement letter from employee, including indication of last working date• Tag Cindy Hope (OSP) in note, if sponsored research funding
Request for Emeritus Status	[FY] Emeritus Status	Other	School College OFA (609) President (800)	Select “Award of Emeritus Title” under “Other Type”	<ul style="list-style-type: none">• Emeritus Form• Updated CV• Recommendation Letter• Include note that provides candidate’s full home mailing address
Absence from Campus	[Semester] Absence	Other	School College OFA (609)	Must add College and OFA (609) to approvals tab	<ul style="list-style-type: none">• Approved Absence from Campus Form• Export Control Form or verification of approval, if traveling internationally
Leave of Absence (8 weeks to 1 year)	[Semester] LOA	Other	School College OFA (609)	Must add College and OFA (609) to approvals tab	<ul style="list-style-type: none">• Signed Leave of Absence Form• OSP LoA Checklist• Export Control Form or verification of approval, if traveling internationally

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Leave of Absence (beyond 1 year)	[Semester] LOA Extension	Other	School College OFA (609) [BoR]	Must add College and OFA (609) to approvals tab	<ul style="list-style-type: none">Signed Leave of Absence FormOSP LoA ChecklistDraft letter from the Provost to the ChancellorExport Control Form or verification of approval, if traveling internationally
ASMD	[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">Signed ASMD Form
Dual Appointment Agreements (DAA)	[Semester] DAA	Other	School College OFA (609)	Must add College and OFA (609)	<ul style="list-style-type: none">Signed USG Dual Appointment FormSigned GT Dual Appointment Coversheet
External Adjunct Appointments	[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">Draft Offer LetterTranscripts (or note confirming they have been sent)CV
Internal Adjunct Appointments	[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">Draft Offer LetterTranscripts (or note confirming they have been sent)CV
Extensions to the Probationary Period	[Semester] Tenure Clock Extension	Other	School College OFA (609)	Must add College and OFA (609) to approvals tab	<ul style="list-style-type: none">Extension of the Probationary Period Request Form

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Academic Professional or Staff Adding Teaching Duties	[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 Data, Background Check^	<ul style="list-style-type: none">Draft Offer Letter (<i>retain current title</i>)Approved Flexwork Arrangement form (<i>if extra comp, teaching during regular business hours</i>)Updated CV or ResumeCopy of Official TranscriptBackground Screen Clearance (if new, first-time GT teaching assignment)
Intergovernmental Personnel Act (IPA) Agreements	FY[Year] IPA	Appointment	School/Unit College/Lab OFA (609)	Proposed Title; Employment Type; New Hire Y/N, Citizenship, Effective Date, Degree Info, Salary Data	<ul style="list-style-type: none">Draft Offer LetterIPA Agreement DocumentationOSP LoA ChecklistExport Control Form or verification of approval, if traveling internationally
Course Overload	[Semester] Overload	Other	School College	Does not need to be routed to OFA. OneUSG supp pay transaction to follow.	<ul style="list-style-type: none">GT Course Overload Form

* In addition to uploading Careers Job Opening Report, the Job Opening ID and Position Number should be listed in Package Info tab.
^ Background Screening will be required to process hire transactions for new hires, transfer into a Position of Trust, or new teaching assignment.