

Hiring Faculty at Georgia Tech

Office of Faculty Affairs
January 31, 2023



Welcome and Introductions

Michelle Rinehart

Dawn Baunach

David Bamburowski

Autumn Peppers

Brittany Smith

Karen May

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Chaunene Jett

Steps for Hiring Regular, Full-Time Faculty

Step	Action	Related Documentation
1	Determine Appropriate Faculty Category	What Should Their Title Be
2	Request or Update Position Number	
3	Appoint a Search Committee	
4	Submit Job Opening Transaction and Post Job Advertisement	Careers Job Aid
5	Applicant Screening and Interviews	
6	Verbal Negotiations	
7	Draft Offer Letter	Offer Letter Templates
	HRAP Salary Request (if current employee receiving increase > 9.9%+ average merit over previous FY salary)	
8	Create GT-TRACS Package	GT-TRACS Package Requirements
9	Change GT-TRACS Package Status to "Accepted", Upload Signed Offer Letter, and link gtID number to package	GT-TRACS
10	Careers Hire Transaction	
11	Request Banner Access (if teaching)	Banner Access
12	Supplemental Pay (if applicable)	Supplemental Pay Matrix

FA Reps --> Faculty Hiring:
Guidance on Academic and Research Faculty Appointments

Guiding Principles of Position Management for Faculty Positions

- The position is NOT tied to the *person*.
- We do not hold positions for faculty members who have terminated.
- If you have an open position within the same faculty category (research faculty, academic professional, tenure-track, or lecturer), the open position should be used.
- If a terminated employee returns to work, and someone is in his or her former position, the employee will be assigned to a different position number.
- For joint appointments, the employee's position is held in the department that holds the majority of the employee's appointment. The FTE on the position should be equal to the total FTE for the appointment.
- If an employee is going into an interim position, even if it is a new position, the employee should be transferred into the new position.
- If the funding for a position is changing (project has ended, and the employee is moving to another project in another department), the employee may stay in the current position. However, a change in appointment must be approved in GT-TRACS, and Faculty Affairs will advise the department on the appropriate way to process in OneUSG Connect.
- If an employee is on short work break (SWB), the employee does remain in their current position. However, SWB is only used for part-time lecturers who are hired on a semester-by-semester or annual basis. SWB is not used for Instructional Associate positions.
- The correct Pay Group is essential for routing purposes.

Administrative Appointments

- Posting/Search is required.
 - In exceptional cases, a Dean or VP may approve an exception to the search requirement for internal searches.
- If administrative commitment is 51% or greater, the faculty member must be placed in an administrative job code.
 - If administrative commitment is less than 51%, there is no change in job code, though a position transfer may be necessary. If the job code does not change, the administrative title can be the working title.
- Package name should reflect administrative title, even for research and academic NTT.
- Offer letter template available for TT, coming soon for NTT.

(Future mini-session coming later this year.)

GT-TRACS Update – Salary Data Fields

Salary Details

Salary at end of prior fiscal year []
Current Salary []
Proposed Salary []
Salary increase justification []
HRAP-ASI may be required

New Workload Replacement

FACULTY AFFAIRS REVIEW
% increase over end Prior FY: [] %
% increase over current sal.: [] %
HRAP-ASI Required Yes No
HRAP-ASI Ref No: []

Replacement Position # []
Replacement For []
Replacement Salary []

Proposed Salary:
Replacement Salary:
Additional Salary Required: 0

BA Date [] Variance []
BA Amount [] Annualization []

- ◆ Verify and Enter Salary Data:
 - ◆ **Salary as of End of Prior Fiscal Year** (“June 30” salary)
 - ◆ **Current Salary**
 - ◆ **Proposed Salary**
- ◆ **Justification** – Condensed summary of salary action being requested. Refer to Internal Equity Data Reports or Memo as needed and upload as Attachments. A Few Examples:
 - ◆ *“Successful job bid following competitive search; proposed salary below MRP of \$95,000.”*
 - ◆ *“Retention increase in response to attached external offer letter and further supported by referenced internal peer salary analysis.”*

HRAP – Salary Increase Policy

From the Human Resources Administrative Practice (HRAP) Manual

- ✓ Applies to any cumulative fiscal year salary adjustments **greater than or equal to 10%** above the percentage increase authorized in the Board's annual salary and wage administration policy.
- ✓ Then, adjustments below midpoint of a range or below \$100,000 are **approved locally in HR**, and those above midpoint and \$100,000 are sent to the Chancellor of the USG for approval.
- ✓ This policy ensures **consistency** in compensation practices across institutions with the USG, while affording appropriate level of **flexibility** needed at institutional level.

USG institutions may adjust employee compensation for various reasons including:



Promotion



Position Reclassifications



Equity and Market adjustments



Retention Counteroffers

Learn more at <https://www.usg.edu/hr/manual/>

HRAP Salary Adjustment Policy Exceptions

Any salary change resulting in a cumulative increase of more than 9.9% over ending salary (plus average merit %) for the previous FY requires **HRAP salary policy exception**. Engage your college/upper-level unit HR team (and FA) as early as possible!

In addition to all regular GT-TRACS package docs, exceptions must include:

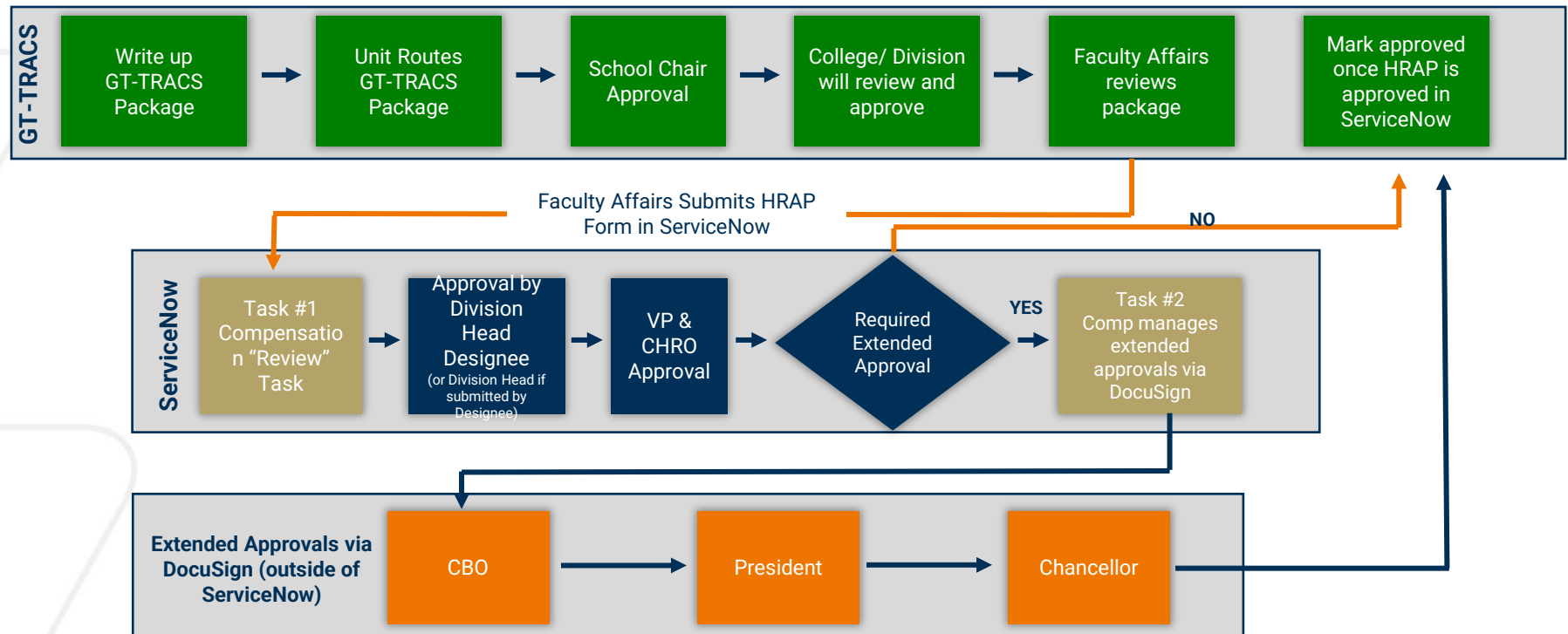
- ~~HRAP Form signed by Supervisor and Dean/VP~~
- If additional details or justification is required, include brief memo to explain:
 - ✓ Rationale for the request –
 - ✓ Justification for salary relative to compensation data (equity based on identified and referenced internal peers)
 - ✓ Any other relevant information (ex. External offer for retention/counteroffer increase)

HRAP exception review remains internal to GT if:

- Resulting salary is below \$100K;
- Resulting salary is below MRP (AAU Median) on [GT Faculty Compensation Structure](#); and/or
- Increase is due to faculty member moving into an administrative role, converting from 9-month to 12-month, following standard administrative stipend guidelines.

Faculty HRAP ASI Process

- Faculty will start in GT-TRACS whereas Staff will begin in ServiceNow.
 - Please speak or make aware with Division Head prior to initiating.
- As the GT-TRACS Package is being created, additional salary data fields have been added for Appointment and Salary Increase packages.
- Faculty Affairs will submit the ticket in ServiceNow for the ASI process to begin.



RBWs

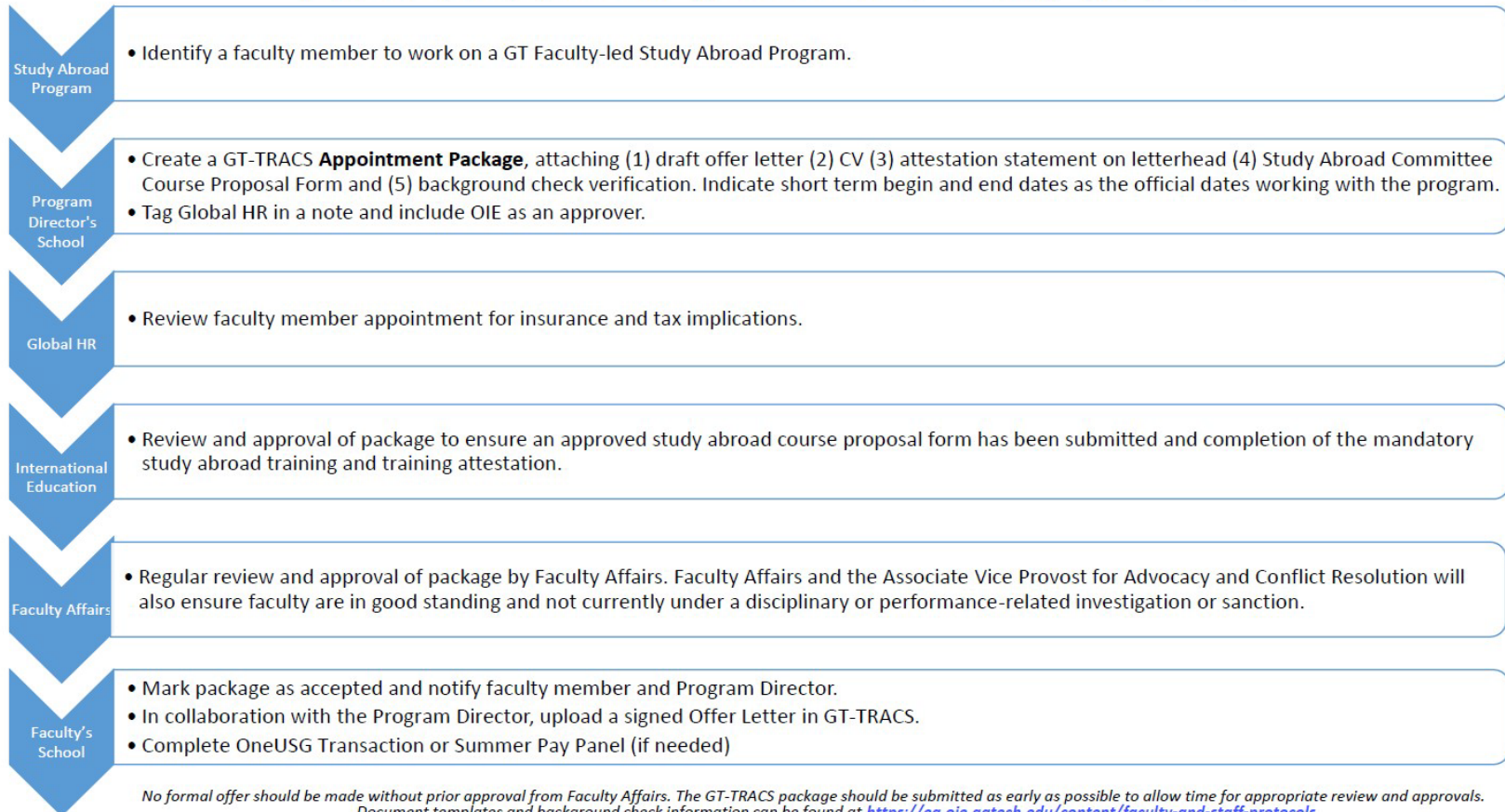
- We can no longer pay market for the job if the market rate is higher than the maximum allowed under Georgia law.
- Requests must be submitted in a timely manner to avoid possible penalties. GT-TRACS packages are due no less than 60 days prior to the start of the appointment.
- The FTE and the salary must align.
 - We cannot hire a retiree to work 30% time at the maximum salary of 49%.
 - No longer need request letter to President as long as all details are in the package.
- If there is a combination of teaching, research, and administration, please reach out to faculty affairs for guidance.
 - TRS views each component as dual duties. However, we have had one successful request and are happy to partner with you in submitting these requests.

Dates for Instructional RBW Appointments

- Going forward, we will rehire retirees who are teaching for five months during fall and spring semesters.
 - Fall semester dates are August 1 – December 31.
 - Spring semester dates are January 1 – May 31.
 - This allows us to maximize the salary for each semester.
 - TRS considers 15 credit hours full-time.
- For summer, we will rehire the retirees as temporary, full-time for June and July.
 - Temporary, full-time does not require that we hire the retiree at 100% time.
 - This allows us to pay a little more for each semester.
 - For summer semester, TRS considers 6 credit hours full-time.
 - Retirees can work full-time for up to three months per year with no changes to pension.

Study Abroad

Faculty Approval Process for Study Abroad



<https://ea.oie.gatech.edu/faculty-and-staff-protocols>

Cannot receive more than 33.33 salary

Teaching Packages

Academic Professionals, Research Faculty, and Staff adding Teaching duties:

1. Create GT-TRACS New Hire/Appointment package.

- Specify short-term begin and end dates
- Draft letter (*retain current title – cannot hold two titles*)
- Updated CV/Resume
- Copy of Transcript if official transcript is on file in OFA. Official transcript if it is not already on file in OFA
- Flexible Work Arrangement if employee is receiving additional compensation for a class that is taught during regular business hours
- Teaching CIP
- Justification if the individual does not have an advanced degree in the field in which they are teaching
- Be sure org [609](#) is included in routing workflow

2. After the package is approved, submit Banner Access request with signed FERPA Form.

Teaching CIP Codes

What is the CIP?

The Classification of Instructional Programs (CIP) provides a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity.

- Critical to Georgia Tech's SACS-COC Accreditation
- Updated codes for 2020

National Center for Education Statistics (NCES)
[CIP Search](#)

Official Transcripts

- Appropriate documentation critical to GT SACS-COC accreditation compliance.
- Official transcripts must be ***signed and dated*** to attest to having received as an **original, official document**, and sent to Faculty Affairs. Send transcripts once GT-TRACS package has been routed for review.
 - DocuSign may be used to provide signature/date attestation – forward completed document to ofa-transcripts@gatech.edu, or
 - Campus Mail Code **0740**
- Secure, certified electronic transcripts may be issued to a unit representative or directly to Georgia Tech via Faculty Affairs at ofa-transcripts@gatech.edu. If received by the unit, the transcript must still be signed/dated by the recipient to attest to having received as an original, official transcript.
 - *Security permissions on some electronic transcripts prohibit the file from being "printed" to a file and uploaded. In this case, you must physically print the transcript in order to sign/date the document, and then forward to Faculty Affairs.*
- For all non-US degrees, a foreign credential evaluation is required in addition to the degree documents. Evaluations accepted via [AICE](#) or [NACE](#) member organizations. A foreign credential evaluation is *not* the same as a document translation.

Transcripts – GT Degrees

- For Georgia Tech degrees, upload an unofficial “Advisor Transcript” (available via GT Reports – reports.gatech.edu) in PDF format.
- Note: DegreeWorks audit reports and “OSCAR” transcripts are *not* sufficient substitutions.
- GT Reports access may be requested via the Office of the Registrar by your Banner department contact, if necessary.

1188 Report 7/12/2021		Office of the Registrar Georgia Institute of Technology Advisor Transcript				Page 1 of 2	
90							
Matric Date	Major(s)	Minor(s)	A. Renew	P O Box	Sex		
201908					M		
Student Status for Summer 2021							
Coop	HonPgm	IP	Contract	PS			
N	N	N	N	N			
Research Option: None							
Georgia Tech Degrees Granted							
MS			202005				
Spring 2020		SEEM					
CEE 6625	Transpor.Energy&Air Qual	3.00	A	12.00			
* Grade Changed 05/07/20 from NR (3.00 CrHrs) *							
PUBP 6312	Economics-Environ Policy	3.00	A	12.00			
PUBP 6701	Energy Technol & Policy	3.00	A	12.00			
PUBP 8751	Big Data and Policy	3.00	A	12.00			
				12.00			
Good Standing		Em Hrs	GPA Hrs	Qual Pts	GPA		
Term		12.00	12.00	48.00	4.00		
Cumulative		25.00	24.00	93.00	3.87		
Summer 2020		SEEM					
PUBP 6801	Research Paper	3.00	S	0.00	I		
PUBP 6801	Research Paper	3.00	A	12.00	I		
				6.00			
Good Standing		Em Hrs	GPA Hrs	Qual Pts	GPA		
Term		6.00	3.00	12.00	4.00		
Cumulative		21.00	27.00	105.00	3.88		

Term Dates for Limited-Term Faculty

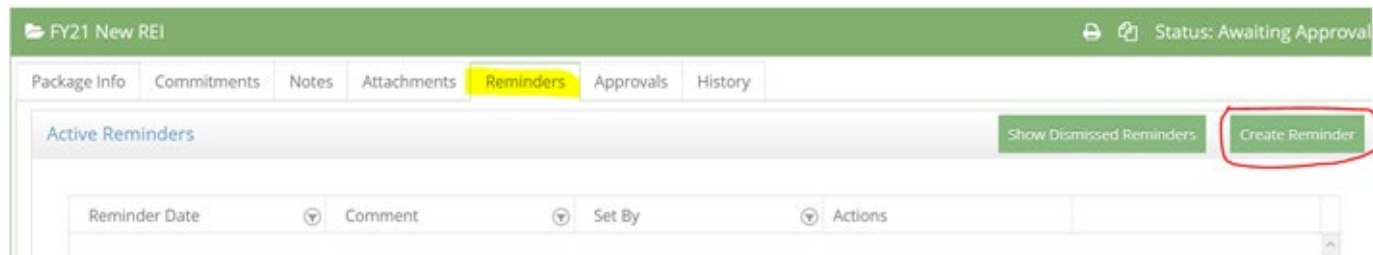
Limited-Term faculty hired without a search are strictly limited to two (2) years in the position.

***Best Practice = Conduct a Search*

- GT-TRACS: Enter Short Term Begin & **End Dates**
- Recommend reviewing and taking action at least 90 days prior to term/end date.

Tips for monitoring these positions:

- Maintain internal tracking spreadsheet/calendar
- LITE Reports – HR Ad-Hoc & Future-Dated Term
- Set GT-TRACS package Reminders



The screenshot displays the GT-TRACS interface for a package titled "FY21 New REI". The status is "Awaiting Approval". The "Reminders" tab is active, showing a table with columns for "Reminder Date", "Comment", "Set By", and "Actions". A "Create Reminder" button is highlighted with a red box, and a "Show Dismissed Reminders" button is also visible.

Intra-USG & AAU Recruitment Reminders

- USG Policy on [Intrasystem Recruitment](#)
 - Hiring manager should intentionally engage employee to confirm that ample notice is provided to their supervisor
 - For instructional faculty or leadership positions, please notify Faculty Affairs as early as possible in GT-TRACS package to help coordinate notifications outlined in policy
 - Offer letter template language – see [misc. caveats](#) doc
- AAU Recruitment – offers after April 1
 - Notify Faculty Affairs as early as possible in package to work with Provost's office on courtesy notification

FAQs and Common Errors

Faculty Affairs FAQs posted to FA website. https://faculty.gatech.edu/sites/default/files/images/faculty_affairs_faqs_-_2022-01-31.pdf

Examples:

- *Which package type should be used when...*
- *What positions have to be posted?*
- *How do I access the EEO data/report for a Job Opening?*
- *Which faculty receive contracts?*
- *When are background checks required?*

Send us suggested additions!

Common Errors: GT-TRACS

<http://www.faculty.gatech.edu/faculty-affairs-reps/faculty-hiring>

To avoid returned packages, be sure to:

- Use appropriate package type and naming conventions
 - New Limited Term – "FY22 New Research Scientist I"
- Include all required data elements
- Include all attachments and select Attachment Type description
- Enter complete degree information, checkbox for contingent
- Include Teaching CIP if teaching is part of the appointment
- Review workflow, add any approvers as needed
- Assign gtID number; update package if start date and/or salary change

Action Type	Package Name	Package Type	Approval Orgs	Required on Package Info Tab	Required Attachments
New Regular Research Faculty	FY[Year] New [Position]	Appointment	School/Unit College/Lab RFA	Proposed Title; Employment Type; New Hire Y/N, Effective Date, Short Term Begin/End (if applicable), Citizenship, Degree Info, annual or hourly Salary	<ul style="list-style-type: none"> • Job Posting (include posting date & site)* • Draft Offer Letter • Resume/CV • Official Transcript; FCE for non-US Institutions • Reference Letters (3) • All Affirmative Action documents

Common Errors: OneUSG Connect

- ❑ Position must be correct first – Job Code, Pay Group, FTE, etc.
- ❑ Executed offer letter in GT-TRACS and package "Accepted". Updated letters must be uploaded to TRACS and approved by Autumn or David prior to submission of OneUSG transaction.
- ❑ Start dates can be adjusted via MSS transaction once DHF has been fully-approved.
- ❑ Official transcript sent to Faculty Affairs prior to DHF/Careers hire transaction
- ❑ Ad-Hoc Approvers
 - ✓ College/Upper-Level Unit Approver on all transactions, if required
 - ✓ All Foreign National transactions – Lori Jones
 - ~~✓ Careers Job Opening and Job Offer – Autumn (academic) or Karen (research)~~
 - ✓ Supplemental Pay (only) – Gregory Hampton. *Do not add for Ad Hoc Salary transactions.*
 - ✓ **Leave of Absence – Gail Imoukhuede**
 - ✓ Avoid duplicate approvers (i.e., FA in Level 4 *and* inserted Ad-Hoc)
- ❑ Action Reason Codes
- ❑ Attachments
- ❑ Effective Dates – *day after entered date*
- ❑ Payroll Calendar Deadlines (FA = Level 4) -- <https://hr.gatech.edu/payroll>

2023-2024 Hiring Deadlines for Academic/Instructional Faculty Appointments

- **Summer 2023**

- **April 19** GT-TRACS packages due to Faculty Affairs
- **May 3** OneUSG Transactions due to Faculty Affairs

- **Fall 2023**

- **June 21** GT-TRACS packages due to Faculty Affairs for new hires
- **July 1** GT-TRACS packages due to Faculty Affairs for fall retentions
- **July 5** OneUSG transactions due to Faculty Affairs for new hires
- **July 19** OneUSG Transactions due to Faculty Affairs for fall retentions
- **July 19** GT-TRACS packages due to Faculty Affairs for reappointments
- **July 24** OneUSG Transactions due to Faculty Affairs for reappointments
- **July 24** Supplemental Pay Transactions due to Faculty Affairs for relocation, administrative appointments

- **Spring 2024**

- **December 1** GT-TRACS packages due to Faculty Affairs
- **December 13** OneUSG Transactions due to Faculty Affairs

**Note: These dates are subject to change as new OneUSG deadlines are communicated.*

On-Going Reminders & Updates

- Hiring Process Improvements Underway
 - Faculty Employment Offer Process
 - Administrative Excellence – Hiring
 - Administrative Service Center Implementation
- Always refer to FA website for current docs/resources
 - GT-TRACS Package Requirements Charts
 - Offer Letter Templates
 - FAQs and Common Errors
 - Training and Other Resources

Who to Contact

SUBJECT	FACULTY AFFAIRS CONTACT
Tenure-Track Appointments & Salary Changes	Autumn Peppers
Academic NTT Appointments & Salary Changes	Karen May
Research NTT Appointments & Salary Changes (GTRI)	Brittany Smith
Research NTT Appointments & Salary Changes (Non-GTRI)	Karen May
HRAP Salary Policy Exception Process	David Bamburowski
Administrative Appointments	Autumn Peppers
Time Away (LoA, ASMD, Absence From Campus)	Autumn Peppers
USG Dual Appointment Agreements	Chaunene Jett or David Bamburowski
Appointments with Contracts External to USG	Autumn Peppers
Intergovernmental Personnel Act (IPA) Agreements	Autumn Peppers
Tenure-Track Reappointment, Promotion, & Tenure	Autumn Peppers
Academic NTT Promotion	Karen May
Research Promotion	Brittany Smith
Academic & Fiscal Year Contracts	Autumn Peppers
Contract Renewals/Non-renewals	Autumn Peppers
Annual Evaluation of Faculty	Dawn Baunach
Lecturer Third-Year Reviews	Karen May
Campus Abroad & Study Abroad	Autumn Peppers
Regents' Professor & Regents' Researcher	David Bamburowski
Supplemental Pay	Autumn Peppers or David Bamburowski
Staff Teaching Duties	Autumn Peppers

FA Website Navigation & Resources



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www.faculty.gatech.edu



Additional Mini-Sessions Coming Soon

- RPT – Separate workshops for each group
- Appointments at Georgia Tech Europe
- Supplemental Pay
- Tenure on Appointment
- Administrative Appointments
- Other topics of interest? Let us know!

Q & A

