

Faculty Appointments for GT Programs Abroad

Office of International Education & Office of Faculty Affairs
April 29, 2025

GT Faculty Approval Process for Study Abroad

Study Abroad Program

- Identify a GT faculty member to work on a GT Faculty-led Study Abroad Program. Include in FLSA Program Proposal submission to OIE for SAC review. Ex-officio members of the SAC, Faculty Affairs and the AVP for Advocacy and Conflict Resolution, review proposed faculty are in good standing and not currently under a disciplinary or performance-related investigation or sanction.

Faculty's School

- Create a **GT-TRACS Appointment Package: For Program Directors** - attach (1) draft offer/appointment letter (2) CV (3) background check verification (must repeat background check every 5 years). **For Teaching Faculty** - attach (1) draft offer/appointment letter (2) CV . Indicate short term begin and end dates as the official dates working with the program. Confirm faculty member compensation eligibility, as applicable.
- Instruct faculty member to submit travel request in Workday as early as possible.

Global HR

- Review faculty member appointment and travel request for insurance and tax implications. Additional e-form iStart may be requested.

International Education

- Review and approval of package submitted and completion of the mandatory study abroad training and training attestation.

Faculty Affairs

- Regular review and approval of package by Faculty Affairs.

Faculty's School

- Notify faculty member and Program Director.
- In collaboration with the Program Director, **upload signed Offer Letter in GT-TRACS.**
- Complete OneUSG pay or Summer Pay Panel transactions.

Note: No formal offer should be made without prior approval from Faculty Affairs. The GT-TRACS package should be submitted as early as possible, but no later than 60 days prior to start of work, to allow time for appropriate review and approvals.

Faculty Appointments for GT Programs Abroad

- Refer to the [Program Director Manual for Faculty-led Programs](#) for additional details, policies, and resources.
- SA Programs need to work with the faculty member's home academic unit to review the proposal to hire or appoint faculty to work temporarily on the program.
 - ✓ OFA website: [Procedures for Interdepartmental Offers](#)
- Start early! GT-TRACS package should be submitted well in advance:
 - ✓ Current GT employees (faculty/staff) = at least 60 days prior to start of related work
 - ✓ Retired But Working (RBW) – USG Rehired Retirees = at least 90 days in advance
 - ✓ USG Dual Appointment (other USG institutions) = at least 90 days in advance

GT-TRACS Appointment Package

Package Info Tab

Package Name	Summer 2025 Study Abroad [Program]	Status	Package Creation In Progress
Project Org	360 - Computing	Faculty First Name	Buzz
		Faculty Last Name	Lightyear
		Faculty Org	964 - SCS
Comments	Professor X [serving as Program Director] or [teaching ABC 1234] in the XXXXX study abroad program from June 1 through July 30, 2025.		

Term and Program Name

Hiring Unit

Home Unit

Comments to indicate program director / instructor

GT-TRACS Appointment Package

Package Info Tab

Faculty Type	Academic	Employment Type	Regular
Official Job Code/Title	Professor	Time Type	<input checked="" type="radio"/> Full Time <input type="radio"/> Part Time
Role	Professor - Full	Short Term Begin Date	05/16/2025
New Faculty Hire	<input type="radio"/> Yes <input checked="" type="radio"/> No	Short Term End Date	07/31/2025
Job Opening ID		Citizen/US Permanent Resident	<input checked="" type="radio"/> Yes <input type="radio"/> No
Tenure Track	<input type="radio"/> Yes <input checked="" type="radio"/> No	Anticipated Visa Type	Select one...
Prior Credit Toward Tenure	Select one...	Background Check	<input type="radio"/> Requested/In Progress <input type="radio"/> Completed <input checked="" type="radio"/> Not Required
Prior Credit Toward Promotion	Select one...	Completed on	
Contract Type	AY	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Joint Appointment Org	Search by Org # or Name	Ethnicity	Select one...
Courtesy Appointment Org	Search by Org # or Name		
Proposed Hire/Effective Date	05/16/2025		
Cohort Year			
Teaching CIP	11.0101		

Current Job Code/Title

For staff or non-academic faculty, role = Instructor

Program Start Date

Program End Date

Required

9-month (AY) or 12-month (FY)

Program Start Date

Mandatory

Valid background check needed only for: 1) new external hire/first time teaching; or 2) Program Directors whose background is more than 5 years old

GT-TRACS Appointment Package

Package Info Tab - Compensation

**For AY faculty – not to exceed 33.33% of prior Academic Year compensation (base salary plus any administrative stipends)*

Proposed Base Compensation: 43500

Stipend:

Compensation Increase Reason: Other

Compensation Increase Justification: Summer Salary

Compensation for SA appointment

1 FTE

PAY GROUP:
03F = AY, 03Y = FY, or
03P = Part-Time

Example:
Faculty's current AY salary is \$187,000
therefore, the max Summer Salary
allowed is \$62,271
($187,000 \times .3333 = 62,771$)

Refer to Offer Letter Language Instructions

Example: If this appointment includes summer salary for a faculty member on an academic-year contract, include the following:

This appointment includes summer salary in the amount of [use specific \$ amount or # of months]. Summer salaries may not exceed one-third of the previous academic year rate.

Include either a package Note or Commitment for the associated Worktag.

GT-TRACS Appointment Package

Package Info Tab – Degree Information

⊕ Add new record

Degree Type	Institution	Major	Year	CIP Code	
PhD	Purdue University	Computer Science	2022	11.0101	<div><div>🕒 Edit</div><div>✕ Delete</div></div>

If earned degree(s) do not align with course(s) being taught, additional teaching justification statement must be attached for documentation.

GT-TRACS Appointment Package

Required Attachments

- **Current CV**
- **Course Proposal Form(s)** – signed attestation by instructor(s) for each course being taught.
- **Draft Offer Letter** – use standard Study Abroad Template
 - Rank/Title in offer letter should align with official job title/rank
 - For Research Faculty or Staff teaching, use title of Instructor
 - For Program Directors, you can include “Program Director” or similar after job title/rank
 - RBW faculty or new/external part-time Lecturers, refer to standard letter templates
- **Background Screening clearance** (*if required*)

GT-TRACS Appointment Package

Package Routing

Level 1

- 630 – International Education
- Hiring Unit
- Home Unit (if different from hiring unit)

Level 2

- College

Level 3

- 609 – Faculty Affairs

Thank you!

****** Please be sure to always refer to OIE and OFA websites for all comprehensive and current guidelines, deadlines, and resources. ******