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

• 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-oficio 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.

Internationa 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

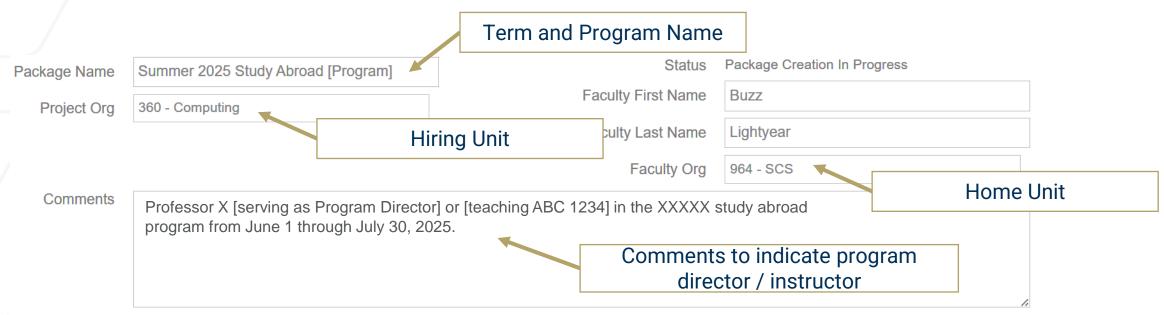
- Notify faculty member and Program Director.
- In collaboration with the Program Director, upload signed Offer Letter in GT-TRACS.
- Complete OneUSG pay or Summer Pay Panel transactions.

Faculty Appointments for GT Programs Abroad

- Refer to the <u>Program Director Manual for Faculty-led Programs</u> 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 <u>90</u> days in advance

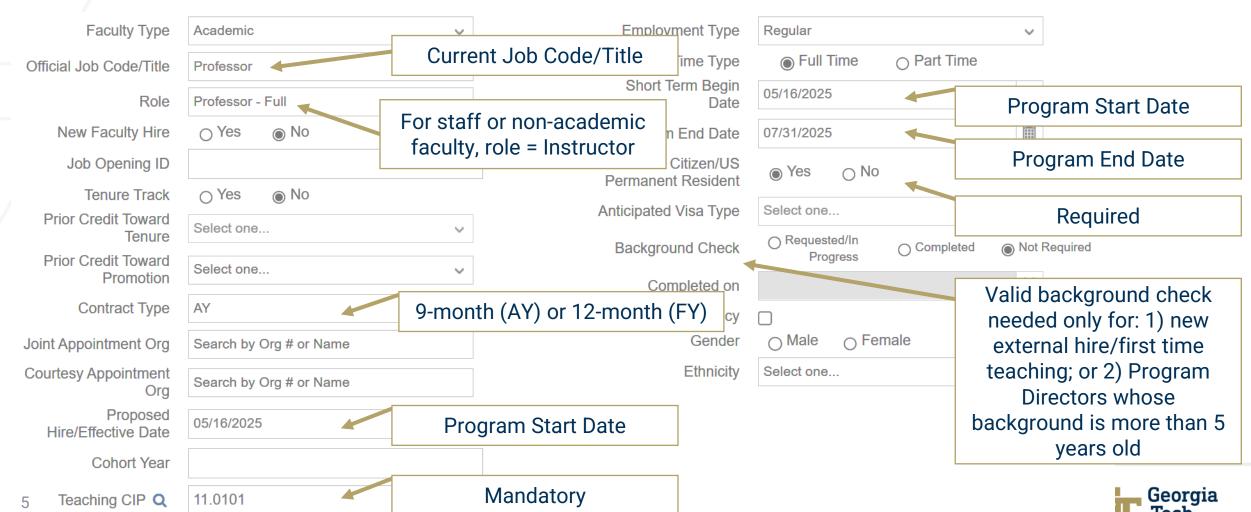


Package Info Tab





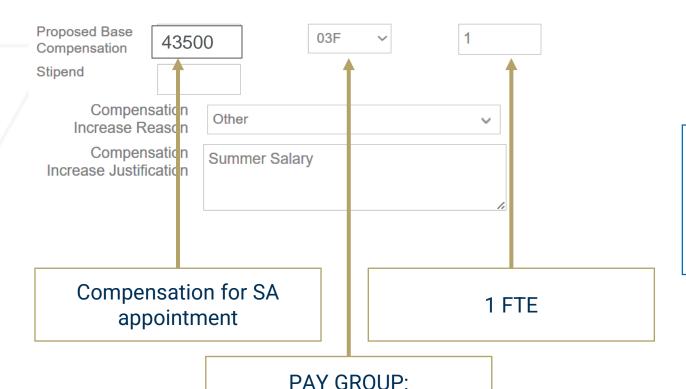
Package Info Tab



Package Info Tab - Compensation

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

any administrative stipends)



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 x .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.



Package Info Tab – Degree Information



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



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)



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. ***

