

Quick Win Action List Update

Action Item	Status	Progress Summary	Next Steps
Develop "Letter of Interest" process and template for high-level candidates	In Progress	Coordinated with Office of General Counsel and GTHR to develop initial draft of template letter. Provided draft to Assoc. Deans and GTRI for review and feedback.	Finalize template and incorporate usage into GT-TRACS. Target first use for AY22-23 hiring season.
Narrow the list of packages that require Provost-level approval	Complete, but Ongoing	Reviewed Package Information Requirements and eliminated manual ad-hoc of Provost Office in approval workflow where possible.	Incorporate changes in GT-TRACS workflow. Continuously review and update requirements as needed.
Streamline the OFA internal review process / introduce parallel processing opportunities throughout workflows	Complete, but Ongoing	In addition to cross-training of OFA staff, tasks have been streamlined and made parallel where possible; communication of such has been made with FA Reps	Review to determine if new hiring processes resulting from AdminX and ASC implementation modify OFA processes.
Strengthen OFA training, resources, and communication	Complete, but Ongoing	Continuous improvement of GT-TRACS requirements updates; FAQs and resources are being completed; Communicated to School/College FA Reps in the Faculty Hiring Workshops and Monthly College Reps	Ensure that these efforts are ongoing with Admin-X and ASC implementation; Complete website overhaul; Continue to identify new communication strategies and training opportunities
Implement DocuSign for offer letters and transcripts	In Progress	Procedure revision has been drafted; Reviews by necessary parties are on-going	Investigate using DocuSign templates for Banner access and transcript receipt. Pause on implementation with offer letters until new faculty related hiring processes and systems are defined.
Prioritize workflow and implement SLAs (service level agreements)	Planning Stages	Discussion has started with the Mutual Expectations group, but needs follow-up	Resume Mutual Expectations group meetings
Build accountability into the process	Planning Stages	Discussion has started with the Mutual Expectations group, but needs follow-up	Resume Mutual Expectations group meetings
Enhance GT-TRACS system functionality	In Progress	TAG released phase I improvements on 1/18/22.	Restructure workflow changes resulting from package approval level changes; TAG is working on additional updates to GT-TRACS for phase II.