

Guidelines for Faculty Relocation

Faculty hiring offers made on or after July 1, 2018 that include relocation support will be paid via lump-sum payment. The amount of relocation support, if provided, must be listed in the original, accepted offer letter. This document serves as supplement to the [Relocation Assistance policy](#).

General Guidance

All relocation must be included in the original offer letter as a transitional allowance, and payment will be included in the faculty member's first paycheck following receipt and approval of necessary documents in Georgia Tech Human Resources. The amount stated in the original offer letter may not be modified once the original written offer has been made. The transitional allowance is set forth to offset costs associated with relocation including, but not limited to, the move of household goods, travel to Atlanta that is associated with the final move and/or house hunting, and office moves.

Institute funds are available to support the transitional allowance for tenured/tenure-track faculty and research faculty hires. Departments may use departmental funds to supplement the amount provided from central sources or to cover relocation for non-tenure-track academic faculty.

Relocation Limits

The amounts below have been established for academic and research faculty hires, regardless of funding source.

RANK/POSITION	MAXIMUM BASE LUMP-SUM AMOUNT
Assistant Professor Researcher I/Researcher II Academic Professional* Lecturer*	\$8,000
Associate Professor Senior Researcher Senior Academic Professional* Senior Lecturer*	\$12,000
Professor (full) Principal Researcher Principal Academic Professional* Principal Lecturer*	\$15,000

- An additional \$5,000 may be added for Lab Director, Dean, School Chair, and other senior leadership positions.
- An additional \$2,500 may be added for any one move of a distance of more than 1,500 miles (if two employees moving from same household, this additional funding is added to only one offer).
- Units/schools may add up to \$3,000 for additional transition expenses (e.g., house-hunting)

*Relocation assistance for non-tenure track positions may be made at the discretion of and supported by the hiring unit. Payments for Archivists and Librarians, at the discretion of the Dean of Libraries, and Professors of the Practice should be made at the appropriate level (see above) based on the position and level of experience.

Funding Sources

- Tenured/Tenure-track Faculty: The Office of the Provost, through the Office of Faculty Affairs, will cover the costs listed above; however, departments have the option of adding up to \$3,000 for additional transition expenses (e.g., house hunting).
- Research Faculty: Georgia Tech Research Corporation, through the Office of Faculty Affairs and Georgia Tech Research Institute, will cover relocation for eligible research faculty members the rates listed above; however, departments have the option of adding up to \$3,000 for additional transition expenses (e.g., house hunting).
- Non-tenure-track Academic Faculty: Relocation assistance payments for non-tenure track positions may be made at the discretion of and supported by the hiring unit at the rates listed above.

Procedures

- The total amount of transitional allowance funds must be outlined in the original offer letter.
- These funds should be entered as a commitment in the GT-TRACS hiring package, with the maximum allowance as listed above committed to org 609 and any remainder committed to the department.
- Departments must request allocation of these funds before Faculty Affairs will release the funds to the department.
- The employee will be required to sign a [Relocation Repayment Agreement](#) before the funds can be allocated or paid to the employee.
- Following procedures for special pay of faculty, departments should submit a [Request for Relocation Lump-Sum Payment](#), including a departmental project for reimbursement to the faculty member.

- Request for Relocation Lump-Sum Payment and Relocation Repayment Agreement forms should be uploaded into the GT-TRACS hiring package. Faculty Affairs should be notified via package note no less than ten business days prior to payroll running for the first month of employment.
- Allocations and payments will be held until Faculty Affairs has a copy of the signed Relocation Repayment Agreement.