

Appointment Percent (FTE) Change Request Instructions

Purpose: To be used to request a change in a faculty member's appointment percent (FTE) within the current contract period.

Not to be used for FTE changes associated with sabbatical or leave without pay requests.

If a FTE change accompanies a change in base salary, please use the "Compensation Change Request Form."

For a non-continuing faculty position, if the appointment percent change is in addition to a contract extension, please use the "Extend Non-Continuing Faculty Appointment Request" form.

The forms work best when viewed using Internet Explorer or Mozilla Firefox. The built in calculations are not always compatible with Google Chrome.

Definitions

Previous Appointment %: The faculty member's current appointment percent (FTE).

Proposed Appointment %: The appointment percent (FTE) being requested.

Change in appointment percent was requested by: Indicate who requested the change. If both the faculty member and Chair or Dean requested the change through a mutual agreement, select both boxes.

Provost Approval: Only required for FTE changes for a continuing faculty appointment.