



Appointment Percent (FTE) Change Request

Purpose: To change a faculty member's appointment percent (FTE) for the current contract period. Not to be used to change a faculty member's base salary or to extend a non-continging faculty appointment.

Name: _____ Contact Name: _____
 UNM ID: _____ Contact Phone: _____
 Department: _____
 ORG: _____ Position Number: _____

Effective Date of Change: _____ Change in appointment percent was requested by: _____
 Previous Appointment %: _____ Faculty Member
 Proposed Appointment %: _____ Chair or Dean

Justification: Please provide justification for requested change.

Index	Percent	Index	Percent		Index	Percent	Index	Percent

I acknowledge that I am aware that the change of appointment percent may impact my benefits and am familiar with the relevant policies (Benefits Policies, UBP 3600-3650; Tuition Remission Program, UBP 3700; Faculty Contracts, FHB C50) and have been advised to discuss any other questions with the Office of Faculty Affairs and Services.

Faculty Member Date

Dean Date

Chair/Director Date

Provost (If Applicable) Date

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.