



# FACULTY SHORT FORM

*Use for Revisions to existing Appointments*

Temporary Revisions Only (current AY)

## FACULTY INFORMATION

<b>Name (Last, First):</b>	<b>Academic Year:</b>
<b>PLU ID:</b>	<b>Department:</b>
<b>Email:</b>	<b>Division/School:</b>
<input type="checkbox"/> <b>Replacement for</b> Name: _____	
<b>Faculty Type:</b> <input type="checkbox"/> Tenure/TT <input type="checkbox"/> Contingent (w/ben)	

## PROPOSED REVISION INFORMATION

<b>Revision Action</b> ( <i>mark all that apply</i> ):	<input type="checkbox"/> Change in FTE/Load	<input type="checkbox"/> Change in Salary	<input type="checkbox"/> Change in term of appointment	<input type="checkbox"/> LOA <input type="checkbox"/> Promotion <input type="checkbox"/> Resignation <input type="checkbox"/> Other _____
<input type="checkbox"/> <b>Change in Faculty Type</b>	<b>From:</b> <input type="checkbox"/> Tenure/TT <input type="checkbox"/> Contingent (w/ben)	<b>To:</b> <input type="checkbox"/> Tenure/TT <input type="checkbox"/> Contingent (w/ben)		
<b>Term of Appointment (Month/Year – Month/Year):</b>	<b>From:</b>	<b>To:</b>		

**Title:** \_\_\_\_\_

## SALARY INFORMATION (Provost Office ONLY)

<b>Base Salary:</b>	<b>Position Number:</b>
<b>Annual Salary:</b>	<input type="checkbox"/> Verified _____

## FUNDING

%	Budgeted FTE	FUND	ORG	ACCOUNT	PROGRAM

## ADDITIONAL NOTES

Click here to enter text.

## DEPARTMENT CONFIRMATION OF DATA

*By signing below, I confirm that the above accurately reflects the approved appointment action.*

Department Chair	Date	Dean	Date
Provost, Vice President for Academic Affairs	Date		



# Course Assignment Sheet

Academic Year
Name
Department/School

TERM	CRN	SUBJECT	COURSE NAME	# of CREDITS	COURSE LOAD*	FTE*

**Total:      Credits      LOAD      FTE**

---

\*Standard Course Load and FTE Assignment:

- 4-credit course = 1.00 course load = 0.167FTE
- 3-credit course = 0.75 course load = 0.125FTE
- 2-credit course = 0.50 course load = 0.083FTE
- 1-credit course = 0.25 course load = 0.042FTE

If the course load and/or FTE assigned to any course listed above does not correspond to this standard, please explain below: