PACIFIC LUTHERAN UNIVERSITY

CONTRACT RECOMMENDATION
for
NEW FACULTY
(Tenure/TenureTrack)

Academic Year:
Division:

Department:

Position #:

_____
Title First Name MI Last Name Date Prepared

_____
Street Address City State Zip

_____
E-Mail Address PLU ID or Social Security Number Area Code - Phone Number

_____
Highest Degree College/University Year Conferred

☐ Terminal Degree for Discipline

Recommended Rank/Title:

Term of Service: Academic Year (9 months)

    Other:

 Replacement for:

 Visa assistance requested

Base Salary: $

Position #:

FTE:

Year(s) credit toward tenure:

 Relocation funds requested: $

 Start-Up Funds requested: $

Contract Notations/Comments:

_____ _____
Department Chair (when applicable) Date Dean, Division or School Date

Approved by:

_____ _____
Provost and Senior Vice President for Academic Affairs Date Vice President, Finance and Administration Date

For Provost Office and HR Use Only:

Position Number: _____ FTE: _____ Transition Stipend: $ _____ Relocation: $ _____ Start Up Funds: $ _____

%	FUND	ORG	ACCOUNT	Program	Annual Salary:
			6151		
			6151		

Prov: _____

Course Assignment Sheet

Academic Year
Last Name   First Name
Department
Division/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 = 0.167 FTE
- 3-credit course = 0.75 course load = 0.125 FTE
- 2-credit course = 0.50 course load = 0.083 FTE
- 1-credit course = 0.25 course load = 0.042 FTE

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