



FACULTY SHORT FORM

Use for Revisions to existing Contracts

Temporary Revisions Only (current AY)

For revisions to existing contracts for the current academic year, enter the revision information below and submit to the Provost office. Revisions are subject to approval from the Provost. A NEW COURSE ASSIGNMENT SHEET MUST BE ATTACHED TO REFLECT ANY CHANGES TO FTE/LOAD.

FACULTY INFORMATION

Name (Last, First):		Academic Year:
PLU ID:		Department:
Pos Num:		Division/School:
Title:		Replacement for:
Faculty Type:	Tenure/TT	Contingent w/benefits

PROPOSED REVISION INFORMATION

Revision Action (mark all that apply):

Revised FTE/Load:	Revised Salary:	Revised term of Appt: To	LOA:
Other:			

NOTES/REVISION RATIONALE

FUNDING

%	FTE	FUND	ORG	ACCOUNT	PROGRAM

Comments:

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		

SALARY INFORMATION (Provost Office ONLY)

Base Salary:	Position Number:
Annual Salary:	Verified _____



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 = 0.167FTE
- 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: