



# FACULTY ACTION FORM

Request for Revisions and Updates to Faculty Contracts/Appointments

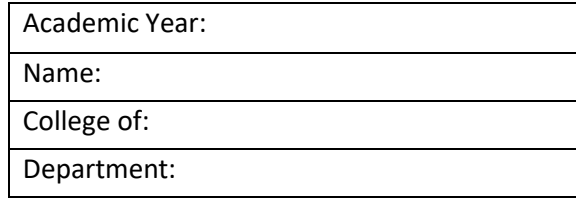
SUBMISSION DATE:

Use this form to request revisions and/or to update details of an existing or future contract/appointment for active, with benefits faculty. All requests are subject to approval. Attach supporting documentation as needed (Letter of resignation, course assignment sheet, etc.)

FACULTY INFO (Current)	Name (Last, First):						
	PLU ID:			Department:			
	Pos #			College of:			
	Title:			Faculty Classification:			
APPOINTMENT ACTION	EFFECTIVE DATE for Revised Faculty Contract/Appointment:						
	Requested Action (mark all that apply):						
	<input type="checkbox"/> Revision to Appointment (FTE/Salary) <i>reduced load request, course changes</i>						
	<input type="checkbox"/> Update Job Status <i>(Termination, Resignation, Retirement)</i>						
	<input type="checkbox"/> Secondary Appointment						
	Mark all contract revisions that apply:			Mark all reasons that apply:			
	<input type="checkbox"/> FTE      Current:      New:			<input type="checkbox"/> Course Replacement FTE for			
	<input type="checkbox"/> Salary      Current:      New:			<input type="checkbox"/> Reclassification (promotion/degree update*)			
	<input type="checkbox"/> Salary Distribution Change (enter details in "Funding" section)			<input type="checkbox"/> Retirement/Resignation (attach LOR if applicable)			
	<input type="checkbox"/> Title Change:			<input type="checkbox"/> Request for Reduction in Load			
	<input type="checkbox"/> New Position			<input type="checkbox"/> Other:			
	<input type="checkbox"/> Other			<input type="checkbox"/> Notice of Leave Request* for:			
FUNDING							<input type="checkbox"/> Stop Tenure Clock
	Details/Statement of Purpose/Justification for Request:						
FUNDING	%	FTE	FUND	ORG	ACCOUNT	PROGRAM	NOTES
CHAIR AND DEAN RECOMMENDATION	By signing below, I confirm that the above accurately reflects the appointment action being requested.						
	Department Chair			Date			
	Dean			Date			
APPROVAL	<input type="checkbox"/> Approve		Comments:				
	<input type="checkbox"/> Deny						
PROV	Provost, Vice President for Academic Affairs						Date
	Base Salary: \$      Annual Salary: \$      ECLS:      Reviewed by:						
Action: <input type="checkbox"/> Contract Revision AY <input type="checkbox"/> MOU <input type="checkbox"/> Letter/Memo							

\*For FMLA, LOA, and degree verification requests, contact HR for steps and/or required documentation. Final approval of these requests are determined by HR, after all required paperwork has been received and reviewed.

IMPORTANT NOTE: Title and salary changes due to promotions/degree changes will not take effect until the following academic year.



TERM	SUB/COURSE#/SEC	TITLE	CREDITS	LOAD*	FTE*
		TOTAL:			

- 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

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