



# FACULTY ACTION FORM

Request for Revisions and Updates to Faculty Contracts/Appointments

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.)

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



Academic Year:
Name:
School/Division:
Department:

### Course Assignment Sheet

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

- \*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: