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CONTRACT RECOMMENDATION

for

Academic Year: College:

Department:

NEW FACULTY (Tenure/TenureTrack)

Position #:

Title	First Name	MI	Last Name			Date Prepared		
Street Address			City	5	State	Zip		
E-Mail Address			PLU ID or Social Security Number		Area Code - Phone Number			
Highest Degree Terminal I	Degree for Discipline		College/University			Year Conferred		
Recommended	Rank/Title:			Base S	Salary: \$			
Term of Service: Academic Year (9 months)			Positio	on #:				
	Other: FTI			FTE:	FTE:			
Replaceme	nt for:				Year(s) credit toward tenure:			
Visa assist	tance requested				Moving Allowance funds requested: \$			
						ids requested: \$		
Contract Notat	ions/Comments:							
Department Chair (* Approved by:	when applicable)	Date	College Dean			Date		
Provost and Senior V	Vice President for Acade	emic Affairs Date						
For Provost Office a	nd HR Use Only:							
Position Number	r:]	FTE:	Moving Allowanc	e \$		Start Up Funds: \$		
%	% FUND ORG		ACCO	UNT	Program	Annual Salary:		
			6151					
			6151					
						Prov:		



Academic Year:
Name:
College:
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: