



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 | |
| <input type="checkbox"/> 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 | Chief Administrative Officer | 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* |
|------|-----|---------|-------------|--------------|--------------|------|
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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: