

## **Appointment Percent (FTE) Change Request**

Purpose: To change a faculty member's appointment percent (FTE) for the current contract period. Not to be used to change a faculty member's base salary or to extend a non-contining faculty appointment.

Name: UNM ID: Department: ORG:				Contact Name: Contact Phone: Position Number:				
Effective Date of Change:				Change in appointment percent was requested by:				
Previous Appointment %:				_	υy.	Faculty Me		
Proposed App	oointment %:			_		Chair or Di	can	
Justification:	Please prov	ide iustifica	tion for rea	uestei	d change	<b>1</b>		
Index	Percent	Index	Percent		Index	Percent	Index	Percent
								-
familiar with t	the relevant p acts, FHB C50	olicies (Bene	efits Policies,	UBP 3	600-3650	; Tuition Rem	nission Pro	enefits and am ogram, UBP 3700; e Office of Faculty
Faculty Member		Date	_	,	Dean			Date
Chair/Director		Date	_		Provost (If Applicable)			Date

## Appointment Percent (FTE) Change Request Instructions

Purpose: To be used to request a change in a faculty member's appointment percent (FTE) within the current contract period.

Not to be used for FTE changes associated with sabbatical or leave without pay requests.

If a FTE change accompanies a change in base salary, please use the "Compensation Change Request Form."

For a non-continuing faculty position, if the appointment percent change is in addition to a contract extension, please use the "Extend Non-Continuing Faculty Appointment Request" form.

The forms work best when viewed using Internet Explorer or Mozilla Firefox. The built in calculations are not always compatible with Google Chrome.

## **Definitions**

**Previous Appointment %:** The faculty member's current appointment percent (FTE).

**Proposed Appointment %:** The appointment percent (FTE) being requested.

**Change in appointment percent was requested by:** Indicate who requested the change. If both the faculty member and Chair or Dean requested the change through a mutual agreement, select both boxes.

Provost Approval: Only required for FTE changes for a continuing faculty appointment.