



New Jersey Medical School

Office of Faculty Affairs
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CHANGE IN FTE PROCESS

NAME: _____

EFFECTIVE DATE: _____

DEPARTMENT: _____

ACADEMIC TITLE/TRACK: _____

CURRENT FTE: _____

PROPOSED FTE: _____

REQUIRED DOCUMENT(S)	DATE SENT TO FACULTY AFFAIRS	DATE REC'D IN FACULTY AFFAIRS	RESPONSIBLE PARTY
• Letter from Chair to Faculty member			Department
• Letter from Chair to Dean			Department
• CV			Department
• G/L String			Department
• Benchmark Data			Office of Faculty Affairs
<u>Complete Process:</u>			
1. Prepare FTF/Upload into Perceptive Content			Office of Faculty Affairs
2. Finance approval			Office of Faculty Affairs
3. Dean's approval			Office of Faculty Affairs
4. RBHS approval			Office of Faculty Affairs
5. Send FTF to UHR			Office of Faculty Affairs
6. Finalized FTF in FIS			Office of Faculty Affairs
7. Update FIS			Office of Faculty Affairs
8. Prepare and Email Confirmation Letter			Office of Faculty Affairs
9. File Documents			Office of Faculty Affairs