

URGENT: PROCESS IMMEDIATELY
CLINICAL SUPPLEMENT DECREASE

NAME: _____

EFFECTIVE DATE: _____

DEPARTMENT: _____

PLEASE REFER TO DOCUMENT LISTING THE REASONS FOR INCREASE/DECREASE

REQUIRED DOCUMENT(S)	DATE SENT TO FACULTY AFFAIRS	DATE REC'D IN FACULTY AFFAIRS	RESPONSIBLE PARTY
<ul style="list-style-type: none"> Letter from Chair to faculty member 			Department
<ul style="list-style-type: none"> Letter from Chair to Dean 			Department
<ul style="list-style-type: none"> Copy of original offer letter/document initiating the FPG 			Department
<ul style="list-style-type: none"> CV 			Department
<ul style="list-style-type: none"> G/L String 			Department
<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. Update FIS			Office of Faculty Affairs
7. Prepare and Email Confirmation Letter			Office of Faculty Affairs
8. File Documents			Office of Faculty Affairs