

**FACULTY PRACTICE INCREASE**

**NAME:** \_\_\_\_\_

**EFFECTIVE DATE:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**PLEASE REFER TO DOCUMENT LISTING THE REASONS FOR INCREASE**

REQUIRED DOCUMENT(S)	DATE SENT TO FACULTY AFFAIRS	DATE REC'D IN FACULTY AFFAIRS	RESPONSIBLE PARTY
<ul style="list-style-type: none"> <li>• CIG Approval</li> </ul>			Department
<ul style="list-style-type: none"> <li>• Letter from Chair to Faculty</li> </ul>			Department
<ul style="list-style-type: none"> <li>• Letter from Chair to Dean</li> </ul>			Department
<ul style="list-style-type: none"> <li>• CV</li> </ul>			Department
<ul style="list-style-type: none"> <li>• G/L String</li> </ul>			Department
<ul style="list-style-type: none"> <li>• Benchmark Data</li> </ul>			Office of Faculty Affairs
<u>Complete Process:</u>			
<ol style="list-style-type: none"> <li>1. Prepare FTF/Upload into Perceptive Content</li> </ol>			Office of Faculty Affairs
<ol style="list-style-type: none"> <li>2. Finance approval</li> </ol>			Office of Faculty Affairs
<ol style="list-style-type: none"> <li>3. Dean's approval</li> </ol>			Office of Faculty Affairs
<ol style="list-style-type: none"> <li>4. RBHS approval</li> </ol>			Office of Faculty Affairs
<ol style="list-style-type: none"> <li>5. Send FTF to UHR</li> </ol>			Office of Faculty Affairs
<ol style="list-style-type: none"> <li>6. Finalized FTF in FIS</li> </ol>			Office of Faculty Affairs
<ol style="list-style-type: none"> <li>7. Update FIS</li> </ol>			Office of Faculty Affairs
<ol style="list-style-type: none"> <li>8. Prepare and Email Confirmation Letter</li> </ol>			Office of Faculty Affairs
<ol style="list-style-type: none"> <li>9. File Documents</li> </ol>			Office of Faculty Affairs