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FACULTY PRACTICE INSTITUTE

NAME:	EFFECTIVE DATE:
DEPARTMENT:	

REQUIRED DOCUMENT(S)	DATE SENT TO FACULTY AFFAIRS	DATE REC'D IN FACULTY AFFAIRS	RESPONSIBLE PARTY
CIG Approval			Department
Letter from Chair to Faculty			Department
Letter from Chair to Dean			Department
• CV			Department
G/L String			Department
Benchmark Data			Office of Faculty Affairs
Complete Process:			
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
Prepare and Email Confirmation Letter			Office of Faculty Affairs
9. File Documents			Office of Faculty Affairs