

FACULTY PRACTICE INSTITUTE

NAME: _____

EFFECTIVE DATE: _____

DEPARTMENT: _____

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