

OUT-OF-CYCLE INCREASE

NAME: _____

EFFECTIVE DATE: _____

DEPARTMENT: _____

AMOUNT OF INCREASE: \$ _____

REQUIRED DOCUMENT(S)	DATE SENT TO FACULTY AFFAIRS	DATE REC'D IN FACULTY AFFAIRS	RESPONSIBLE PARTY
<ul style="list-style-type: none"> CIG Approval or Dean's Office Approval Letter from Chair to Dean Letter from Chair to Faculty Letter from Dean to RBHS Chancellor and Rutgers Vice President for Academic Affairs (Prepared by OFA) CV G/L String 			Department
			Department
			Department
			Office of Faculty Affairs
			Department
			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