

1. Red ID \_\_\_\_\_ 2. Name Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

3. If name change, formerly? \_\_\_\_\_ 4. Present Mailing Address \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

5. Type of Transaction  Change in Appointment (see 16 & 17 below)  Assigned Terminal Year  Faculty Early Retirement Program  
 New Appointment  Change in Leave Status (see 22 & 23 below)  Probationary Period Extended Teaching Sems: Fall \_\_\_\_\_ Spring \_\_\_\_\_  
 Reappointment (no break in service)  Resignation  Declined/Cancelled  Reduced Worktime Program  Pre-retirement Reduction in Time Base  
 Former Employee (break in service 1 semester or more)  Retirement  Other (Explained in Remarks below)

6. Type of Appointment  
 Probationary: VPAA# \_\_\_\_\_  
 Tenured  
 Full time Temporary  
 Part time Temporary  
 AY: \_\_\_\_\_  
 Spring to be determined  
 One Semester: Fall \_\_\_\_\_ Spring \_\_\_\_\_  
 Summer \_\_\_\_\_  
 12-month  10-month  
 Adjunct (Volunteer Employee)  
 Other  Retired Annuitant

9. College \_\_\_\_\_  
 10. Home Department \_\_\_\_\_  
 11. For a New or Former Employee List All Degrees Earned  
 Degree \_\_\_\_\_ Institution \_\_\_\_\_  
 (B.A., B.S. etc.) \_\_\_\_\_  
 (do not abbreviate institutions)  
 Degree \_\_\_\_\_ Institution \_\_\_\_\_  
 (M.A., M.S. etc.) \_\_\_\_\_  
 Degree \_\_\_\_\_ Institution \_\_\_\_\_  
 (Ph.D., Ed.D, etc.) \_\_\_\_\_

12. Effective Date (month /day/year) Expiration Date  
 a. \_\_\_\_\_  
 b. \_\_\_\_\_  
 c. \_\_\_\_\_  
 d. \_\_\_\_\_  
 e. \_\_\_\_\_  
 (temporary faculty only)  
 13. Appointment to the Class and Rank of FtMs  
 a. \$ \_\_\_\_\_  
 b. \$ \_\_\_\_\_  
 c. \$ \_\_\_\_\_  
 d. \$ \_\_\_\_\_  
 e. \$ \_\_\_\_\_  
 (see 24 below for department chairs and GRSFIFs)

7. If new full time temporary, probationary, or tenured appointment please state Previous Employer \_\_\_\_\_  
 14. FtMs includes current year  GSI  SSI  FMI

8. If resignation or termination of full time temporary, probationary, or tenured employee please state New Employer \_\_\_\_\_  
 15. If new probationary or tenured faculty, please state if U. S. citizen?  Yes  No  Permanent Resident

16. Current Faculty Workload	% Instructional Faculty Fraction	% Other Support Instructional Faculty Fraction	% Instructional Administration Fraction	% Other Support Instructional Administration Fraction	TOTAL SUPPORT in decimal & 60ths (If GA, decimal and hours per week)	Position Number (Academic Affairs Only)
Department						
<b>TOTAL</b>						

17. Change to Faculty Workload	% Instructional Faculty Fraction	% Other Support Instructional Faculty Fraction	% Instructional Administration Fraction	% Other Support Instructional Administration Fraction	TOTAL SUPPORT in decimal & 60ths (If GA, decimal and hours per week)	Position Number (Academic Affairs Only)
Department						
<b>TOTAL</b>						

18. a.  Appointment with tenure or b.  Normal date tenure to be achieved (Month & Year) \_\_\_\_\_

19. Earliest probable date for Sabbatical Eligibility (Month & Year) \_\_\_\_\_

20. Change from temporary to probationary status?  Yes  No

21. Recommend number of years to count toward tenure and sabbatical  0  1  2

22. Return From Leave Conditions:  Not Applicable  
 Return from Leave Without Pay  Service Salary Increase Credit  
 Return from Sabbatical  Sabbatical Accrual  
 Return from Difference in Pay  Tenure Credit

23. Leave Approval  Fall  Spring \_\_\_\_\_  AY \_\_\_\_\_  
 Sabbatical:  (Type A) 1 Semester, Full Pay  
 (Type B) 2 Semesters, Half Pay  Difference in Pay  
 Leave Without Pay:  Full time  Partial  
 Professional  Personal

24. Department Chair Stipend \$ \_\_\_\_\_ (not included in FIMs in 13 above)  
 GRISFIF Percentage \_\_\_\_\_ % (Included in FIMs in 13 above)

25. Remarks, Comments, Special Conditions \_\_\_\_\_

26. Date of Office of Diversity and Equity Certification of Pool \_\_\_\_\_

27. Signatures and Dates  
 Approved \_\_\_\_\_ Date \_\_\_\_\_  
 Approved \_\_\_\_\_ Date \_\_\_\_\_  
 Approved \_\_\_\_\_ Date \_\_\_\_\_  
 Approved \_\_\_\_\_ Date \_\_\_\_\_