FTE Change *with* salary: Adjunct Faculty Checklist

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| **FTE Change for:** | ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **Requested Start Date:**  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**To OAA via FASA:**

 \_\_\_ 1 Transmittal Memo to Vice Dean

 \_\_\_ 2 Draft Letter Addendum

**To Finance:**

 \_\_\_ 1 Personnel Action Form

 \_\_\_ 2 Draft Offer Letter (Microsoft Word format)