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)