



## Request for FTE Baseline Increase (Used for all Faculty and Staff Positions – System Wide)

\*If exceeding the current FTE Baseline, please complete form and send to the Division of Human Resources. View current FTE Baseline [here](#).

Date:				Campus:			
College/Division:				Department(s):			
HR Contact Name:				HR Contact Number:			
Budget Contact Name:				Budget Contact Number:			
<b>Position Information</b>							
Full-Time/Part-Time:				(Part-Time cannot be less than 20.0 hours per week)			
Current FTE Baseline: Authorized State/Fed/Other:				Filled State/Fed/Other:			
State Classification Title	Proposed Salary Range*	Basis	FTE**	PT Hours	PT FTE	Source of Funding	
						Operating Unit	Dept.
<p>*Proposed Salary: Subject to approval by Human Resources  **FTE Values: One full-time, 12 month position = 1.00 FTE; one full-time, 11 month position = 0.9038 FTE;  One full-time, 10.5 month position = 0.8653 FTE; one full-time, 9 month position = 0.75 FTE.</p>							
<p>Why is there a need for this new FTE? If federally funded, what is the reason for a new FTE position rather than using Research Grant position?</p>							
<p>Do recurring funds exist to support this position? Units should be able to specifically demonstrate what new funding sources will become available or what specific budget reallocations will be made to support and justify the increase. Attach justification if additional space is needed.</p>							
<p>What specific adjustments will be made in the future to enable this position to be sustained if resource levels decline?</p>							
<b>Signatures</b>							
Chancellor/Dean/Unit Head/Vice President:						Date:	
Provost: (For Columbia Faculty Positions ONLY)						Date:	
Human Resources:						Date:	
Budget:						Date:	
New Approved Baseline:				Authorized S/F/O:			
Completed By:				Date:			