

Guidance on FTE Changes

Changes in FTE that require the approval of the vice provost for academic personnel:

- FTE changes to tenure-eligible / tenured faculty appointments
- FTE changes to Multi-Year (MY) and Rolling Multi-Year (RMY) faculty appointments (regardless of the academic rank or title)
- FTE changes to probationary / continuing Academic Professional (AP) appointments
- FTE changes to MY and RMY AP appointments (regardless of the academic rank or title)
- FTE changes to *Presidential* Postdoctoral Scholar appointments
- A change in FTE that results in a non-benefits-eligible faculty/AP appointment (≤ 0.49 FTE) becoming eligible for benefits (≥ 0.50 FTE)

Changes in FTE that do not require the approval of the vice provost for academic personnel:

- A change in FTE to a non-benefits-eligible faculty/AP appointment (≤ 0.49 FTE) that does not result in an FTE of ≥ 0.50 FTE
- A change in FTE to an instructor appointment due to an increase in teaching load
- A change in FTE to a faculty/AP appointment that is more than 50% funded by grants
- A change in FTE to a Postdoctoral Scholar appointment (other than *Presidential* Postdoctoral Scholars)