

- Faculty new hires must have a signed Offer Letter from the Provost. Paperwork must also include transcripts and, if applicable, a CV or resume and any supporting or required documentation.
- Termination paperwork as a result of resignation must include an Appointment Status Form (ASF), letter of resignation, acceptance of resignation from either the chair of the department or the Dean's office, and an acceptance of resignation from the Provost's office. In some cases an additional acceptance memorandum may be required.
- If a faculty member is appointed for one term, the ASF, along with the Offer Letter, must include the working title (i.e., Chair & Professor, Director & Professor, etc.), the appropriate Faculty Administrative Code (see *Faculty Administrative Code Chart* under FIND IT) and the end date if the faculty member will be receiving a temporary stipend.
- Faculty appointment changes from 12 months to 9 months or 9 months to 12 months must have a conversion letter along with the ASF. This must be approved by the Provost's office. The faculty member stepping down from their term must have the working title changed back to the faculty member's regular title and the new Faculty Administrative Code must be noted on the ASF.
- Pay increases made to faculty members, other than those approved by the Legislature or as a result of the Collective Bargaining Agreement, must be approved by the Provost's office and should include either a letter for term appointments or an [Faculty Out of Cycle Compensation Request for Approval](#) with appropriate documentation.
- FTE changes require prior approval from HR Classification & Compensation and may also require additional documentation. FTE changes are made in *Careers@USF*. Contact your Employment Center Representative in your Service Center for assistance and to review the changes. Employee must be counseled on the possible effects that an FTE change may have on their benefits.