Template 3.e: Part-Time Union FTE Increase - Clinical, Emeritus, Library, or Research *(updated October 2019)  
(Mid-year increases in FTE that will not impact bargaining unit status or Terms & Conditions)*  
  
DATE

Name

Address

Address

Dear :

This letter is to confirm an increase in your FTE in your appointment as Insert: Faculty Rank in the Department of \_\_\_\_\_\_\_\_\_\_. Your base appointment of XX FTE will remain in effect for the period DATE through DATE. In addition to this base appointment your FTE will be increased by XX FTE for the period DATE to DATE to cover your additional commitments. Your compensation for this work will be commensurately increased by a pro-rata share of your FY XX salary.

You will remain a member of the PT bargaining unit.   
  
  
Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Dean

Department of \_\_\_\_\_\_\_\_\_\_\_\_\_ College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_