



## FERP APPOINTMENT CHANGE REQUEST

Those wishing to request a change in their FERP term of employment from full-time in one semester to another semester or from working full-time in one semester to half-time in both semesters must complete this form and route for review and signature. Approvals are not guaranteed and program needs must be taken into consideration per [article 29.3](#) of the CBA.

Name: \_\_\_\_\_ EMPLID: \_\_\_\_\_

College: \_\_\_\_\_ Department: \_\_\_\_\_

**FERP Term of Employment:**      Fall Semester      Spring Semester      Half-Time Academic Year

**Requesting to Change to:**      Fall Semester      Spring Semester      Half-Time Academic Year

**Briefly indicate the reason for the requested change: (Attach additional documentation if applicable)**

By signing below, I understand this is a **requested** change and must be approved by the Provost prior to the change being implemented.

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Date

### RECOMMENDATION OF DEPARTMENT CHAIR/DIRECTOR:

The applicant's request for change has been reviewed.

Recommend Approval       Do NOT Recommend Approval

\_\_\_\_\_  
Department Chair/Director Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Comments:

_____ Comments:
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Requester Name: \_\_\_\_\_  
Department: \_\_\_\_\_

**RECOMMENDATION OF DEAN/ADMINISTRATOR:**

The applicant's request for change has been reviewed.

Recommend Approval       Do NOT Recommend Approval

Dean/Administrator Name

Signature

Date

Comments:

\*\*Please forward completed request form with Dean & Department Chair signatures to the Office of Faculty Affairs (OFA), Sacramento Hall 155, via campus mail to zip 6136, or by e-mail to [facultyaffairs@csus.edu](mailto:facultyaffairs@csus.edu). OFA will then forward requests to the Provost for review and consideration and send notification of the final decision.

**DECISION OF PROVOST (as President's Designee):**

The applicant's request for change has been reviewed.

Recommend Approval       Do NOT Recommend Approval

Provost

Signature

Date

Comments:

c:      Dean  
          Department Chair  
          Employment file