Happy Friday All!

1. **Faculty Change Requests** -
   - A **written acknowledgement** from the faculty is **required** when submitting any packet with percent, salary, and position changes and/or department transfers.
   - Remember all FTE changes should be **signed into Faculty Life (not Finance)**. This could cause a delay in processing time. Faculty Life reviews FTE changes **first** and then submits to Finance. Finance only receives salary changes.

2. **Requests** -
   When Faculty Life requests additional documentation or information from the department please ensure that it is routed back through Faculty Life. Faculty Life will then forward it to AFSA. Our communication chain practiced is:
   
   **Department** -> **Faculty Life** -> **Dean** -> **AFSA** for Faculty related items.

3. **2017 Presidential Award nominations** -
   
   Please remind your faculty to take the time to nominate someone they think is deserving of one of these Awards. Full nomination packets are due by **5:00 pm Central Time Wednesday, November 16, 2016**
   
   (To go to the website **Click on picture below**).