**DEPARTMENTAL RECOMMENDATION FORM**

**FOR A TDI AWARD EFFECTIVE JULY 1, 2016**

**To complete this form, first fill in the fields for the candidate’s name, TDI amount, and position, and type in the name of the department chair or professional-school dean. The ONLY additional step needed to complete the form is for the chair or professional-school dean to sign it and date it. Staff should then upload the signed form into APBears using the “salary increase” case type.**

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| NAME: |  | | | TDI AMOUNT RECOMMENDED: | | | | | | |  | | | | | | |  | | |
| LAST, FIRST | | | | | | | | | | | | | | |
| POSITION: | |  |  | |  | |  | |  | | |  | |  | | |
|  | TITLE, STEP, % | |  | |  | | |  | |  | | |  | | |  | | | |
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| APPROVAL BY DEPARTMENT CHAIR OR SCHOOL DEAN |  |
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| NAME | SIGNATURE DATE |
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