**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 |
|  |  |