

Levels of Review Required for Certain Personnel Actions

Personnel Actions	HSAC, ASAC, or Acad Units	Provost	CO	APT Sub	APT	BOT	BOG
New Appointment							
Professor	X	X	X	X	X	X	
Associate Professor (<i>confers tenure</i>)	X	X	X	X	X	X	
Associate Professor (<i>probationary for 5 yrs</i>)	X	X	X			X	
Assistant Professor	X	X	X			X	
Instructor/special degree provision	X	X	X		X	X	
Instructor/no degree provision	X	X					
Joint tenured appointment	X	X	X	X	X	X	
Joint tenure track appointment (<i>secondary</i>)	X	X	X			X	
Reappointment							
Associate Professor (<i>confers tenure</i>)	X	X	X	X	X	X	
Assistant Professor (<i>2nd term</i>)	X	X	X			X	
Assistant Professor (<i>confers tenure</i>)	X	X	X	X	X	X	
Instructor/special degree provision	X	X					
Promotion							
Associate Professor (<i>confers tenure</i>)	X	X	X	X	X	X	
Professor (<i>already tenured</i>)	X	X	X	X	X	X	
Other Actions – Tenure Track Only							
Deferral Decisions and/or Decisions Not to Promote	X	X	X		X		
Non-Renewals	X	X	X		X	X	
Tenure Track Reduction in FTE		X	X		X		
Extension of Probationary (Tenure Track) Appt		X	X				
Designation to Named Professorship	X	X	X	X	X	X	
Tenure Track departmental faculty transfer	X	X	X	X	X	X	
End of Employment		X	X			X	

Personnel Actions	HSAC, ASAC, or Acad Units	Provost	CO	APT Sub	APT	BOT	BOG
Change of initial appointment to an earlier date	X	X	X	X	X	X	
Other Actions – All EPA Faculty							
Leave of Absence (<i>6 mos. or more</i>)		X	X			X	
Off-Campus Assignment		X	X				
Conversion from 12-Month to 9-Month Appt		X	X				
Out-of-cycle salary increases less than 10%		X	X				
Out-of-cycle salary increase exceeding 10% AND \$10,000 of previous June 30 salary		X	X			X*	
Out-of-cycle salary increase of 15% AND \$10,000 of previous June 30 salary		X	X			X*	X
Fixed Term New Employment salaries exceeding salary levels		X	X		X	X	
Removal of funding contingency clause		X	X			X	
Secondary Administrative Appts (<i>salaried or non-salaried</i>)		X	X				
Department Chair		X	X			X	
Center Director		X	X				
Dean		X	X	X	X	X	

*Cannot be approved in months where meetings are held by mail ballot.

Revised 03/11/08