

Other Actions Required Documents	Ltr to/from Employee	Ltr of Justification from Dept Chair/Dean	AP2	CV	EPAWeb Action	Com Report (if appl)	Faculty Leave Notif Form	EPA Faculty Out of Cycle Salary Inc Form	BOT Form	BOG Form
Tenure Track										
Deferral (probationary assoc profs)		◆		◆		◆				
Decision Not to Promote		◆		◆		◆				
Nonrenewal of Probationary Appt	◆ to	◆	◆	◆	◆	◆				
Tenure Track Change in FTE	◆ from	◆			◆					
Tenure Track Faculty Dept Transfer		◆	◆	◆	◆	◆				
Extension of Probationary Appt	◆ from	◆			◆					
Designation to Named Professorship		◆	◆	◆	◆	◆		◆ (not required at ARP)		
All EPA Faculty										
Adding Secondary Administrative Title		◆			◆					
Conversion from 12-Month to 9-Month Appt		◆			◆					
End of Employment <i>(EPA NF must incl 3 yr leave records)</i>	◆ from				◆					
Fixed Term/EPA Non Faculty Dept Transfer		◆	◆*	◆*	◆	◆				
Out-of-Cycle Salary Increase Less Than 15% AND \$10,000 of Previous June 30 Salary		◆			◆			◆	◆	
Out-of-Cycle Salary Increase of 15% AND \$10,000 of Previous June 30 Salary		◆			◆			◆	◆	◆
Removal of Contingency Clause (all)		◆			◆					
Dean Appt or Reappt			◆	◆	◆					
Dept Chair Appt or Reappt		◆	◆	◆	◆	◆				

*if transferring from one school to another