

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
<b>Tenure Track</b>										
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		◆	◆	◆	◆	◆				
<b>All EPA Faculty</b>										
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

Revised 03/19/08