

Other Actions Required Documents	Ltr to/from Employee	Ltr of Justification from Dept Chair/Dean	AP-2	CV	EPAWeb Action	Cmte. Report (if appl)	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				◆				
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		◆	◆	◆	◆	◆			

Revised 06/03/09