

Other Actions Required Documents	Ltr to/from Employee	Ltr of Justification from Dept Chair/Dean	AP2	CV	EPAWeb Action	Cmte. Report (if appl)	EPA Faculty Out of Cycle Salary Inc Form	BOT	BOG
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/Reappointment 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>[attach T.I.M. Accrual Summary Report & highlighting sick leave balance.] Faculty payout only to estate in event of their death</i>	◆ from				◆				
Out-of-Cycle Salary Increase of 10% or greater of Previous June 30 Salary		◆			◆		◆	◆	
Out-of-Cycle Salary Increase of 10% or greater of Previous June 30 Salary		◆			◆		◆	◆	◆
Removal of Contingency Clause (all)		◆			◆			◆	
Dean Appt or Reappt			◆	◆	◆				
Dept Chair Appt or Reappt*		◆	◆	◆	◆	◆		◆	
Interim/Acting Department Chair *		◆	◆	◆	◆	◆		◆	

Revised 11/7/13

* CAN BE APPROVED BY BOT WITHIN 3 MONTHS OF EFFECTIVE DATE, INCLUDING RETROACTIVE DATE.