

## Levels of Review Required for APO Designated Personnel Actions

Personnel Actions	HSAC	APT Sub	APT	Provost	BOT	BOG
<b>New Appointment – Tenure Track</b>						
Professor	X	X	X	X	X	
Associate Professor ( <i>confers tenure</i> )	X	X	X	X	X	
Associate Professor ( <i>probationary for 5 yrs</i> )	X	X	X	X	X	
Assistant Professor*	X	X	X	X	X	
Instructor/special degree provision				X	X	
Joint tenured appointment	X	X	X	X	X	
Joint tenure track appointment ( <i>secondary</i> )	X	X	X	X	X	
<b>Reappointment – Tenure Track</b>						
Associate Professor	X			X	X	
Assistant Professor ( <i>2nd term</i> )	X			X	X	
Instructor/special degree provision				X		
<b>Promotion – Tenure Track</b>						
Associate Professor ( <i>confers tenure</i> )	X	X	X	X	X	
Professor ( <i>already tenured</i> )	X	X	X	X	X	
<b>Other Actions – Tenure Track Only</b>						
Deferral Decisions and/or Decisions Not to Promote				X		
Extension of Probationary (Tenure Track) Appt				X		
Designation to Named Professorship*	X	X	X	X	X	
Tenure Track departmental faculty transfer	X	X	X	X	X	
Change of initial appointment to an earlier date				X		
End of Employment				X		
<b>Fixed Term Appointments (all)</b>				X		
<b>Other Actions – All EPA Faculty</b>						

Personnel Actions	HSAC	APT Sub	APT	Provost	BOT	BOG
Leave of Absence				X		
Off-Campus Assignment				X		
Conversion from 12-Month to 9-Month Appt				X		
Out-of-cycle salary increases less than 15%				X		
Out-of-cycle salary increase exceeding 15% AND \$10,000 of previous June 30 salary				X	X	X
Promotional salary increase exceeding 15% AND \$10,000 of previous June 30 salary				X	X	
Post Doc/Fellow/Grad Student to Faculty appointment salary increase exceeding 15% AND \$10,000 of previous June 30 salary				X	X	
Fixed Term new employment salaries exceeding salary ceilings				X		
Removal of funding contingency clause				X	x	
Secondary Administrative Appointments (salaried or non-salaried)				X		
Department Chair*	X	X	X	X	X	
Center Director				X		
Dean – Tenure/Faculty Position	X	X	X	X	X	
Interim/Acting Department Chair*	X	X	X	X	X	

**\*Assistant Professor appointments, Designations to Named Professorships, Department Chairs and Interim/ Acting Department Chairs' appointments are Informational Items on the APT agenda. They must, however, pass through the BOT for approval.**

**\*Department chair and Interim/ Acting chair appointments must appear on the APT agenda as information - 3 months before or 3 months after the appointment.**