If the promotion **does not** include a discretionary step increase

- ePAF
  - Complete ePAF with reappointment dates reflecting the instructional start and end dates for the new academic year. (e.g., 8/27/2014 – 8/31/2049)
  - Reflect new rank/title in Position Information
  - Reflect salary in the new rank/title at the step closest to but not lower than their current rank’s step

If the promotion **includes** a discretionary step increase

- ePAF
  - Complete ePAF with reappointment dates reflecting the instructional start and end dates for the new academic year. (e.g., 8/27/2014 – 8/31/2049)
  - Reflect new rank/title in Position Information
  - Reflect salary in the new rank/title at the step closest to but not lower than their current rank’s step plus an additional step