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 salary closest to but not lower than their current rank’s salary

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 salary closest to but not lower than their current rank’s salary PLUS AN ADDITIONAL STEP