IF THE REAPPOINTMENT DOES NOT INCLUDE A PROMOTION:

- **Initiate ePAF #1: Reappointment**
  - Complete ePAF with reappointment dates reflecting the instructional start date for the new academic year and ending last day of August. (e.g., 8/27/2014 – 8/31/2014)

  **THEN YOU MUST**

- **Initiate ePAF #2: Reappointment with Tenure**
  - Complete ePAF with reappointment dates reflecting first day of September of the new academic year and ending the last day of August 2049. (e.g., 9/1/2014 – 8/31/2049)

IF THE REAPPOINTMENT INCLUDES A PROMOTION WITH NO DISCRETIONARY STEP INCREASE:

- **Initiate ePAF #1: Reappointment**
  - Complete ePAF with reappointment dates reflecting the instructional start date for the new academic year and ending last day of August. (e.g., 8/27/2014 – 8/31/2014)
  - 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

  **THEN YOU MUST**

- **Initiate ePAF #2: Reappointment with Tenure**
  - Complete ePAF with reappointment dates reflecting first day of September of the new academic year and ending the last day of August 2049. (e.g., 9/1/2014 – 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 REAPPOINTMENT INCLUDES A PROMOTION WITH A DISCRETIONARY STEP INCREASE

- **Initiate ePAF #1: Reappointment**
  - Complete ePAF with reappointment dates reflecting the instructional start date for the new academic year and ending last day of August. (e.g., 8/27/2014 – 8/31/2014)
  - 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

  **THEN YOU MUST**

- **Initiate ePAF #2: Reappointment with Tenure**
  - Complete ePAF with reappointment dates reflecting first day of September of the new academic year and ending the last day of August 2049. (e.g., 9/1/2014 – 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