

ePAF Submission  
Spring Promotion  
Full Time Faculty

**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