ePAF Submission
Tenure and Promotion
COLLEGE LAB TECH
<u>TWO (2) ePAFs REQUIRED</u>

REAPPOINTMENT WITHOUT A PROMOTION

➢ Reappointment ePAF
- 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)

➢ Reappointment with Tenure ePAF
- Complete ePAF with reappointment dates reflecting first day of September of 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

➢ Reappointment ePAF
- 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 salary closest to but not lower than their current rank's salary

➢ Reappointment with Tenure ePAF
- Complete ePAF with reappointment dates reflecting first day of September of 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 salary closest to but not lower than their current rank's salary

IF THE REAPPOINTMENT INCLUDES A PROMOTION *WITH* A DISCRETIONARY STEP INCREASE

➢ Reappointment ePAF
- 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 salary closest to but not lower than their current rank's salary PLUS AN ADDITIONAL STEP

➢ Reappointment with Tenure ePAF
- Complete ePAF with reappointment dates reflecting first day of September of 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 salary closest to but not lower than their current rank's salary PLUS AN ADDITIONAL STEP

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COLLEGE LAB TECH
Office of the QC Provost
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