

## MEMORANDUM (also via email)

**DATE:** July 9, 2013

**TO:** Faculty and Staff  
Academic Affairs

**FROM:** Michael Caldwell  
Associate Vice President, Faculty Affairs

**SUBJECT:** Changes to APM 306/Elimination of APM 302 & 307

APM 306, POLICY ON TEMPORARY FACULTY, was sent to the President for approval by the Academic Senate in May 2013. President Welty has approved the policy as amended. In addition, APM 302, POLICY AND PROCEDURES FOR THE APPOINTMENT OF FULL-TIME TEMPORARY FACULTY INCLUDING EMERGENCY APPOINTMENTS and APM 307, POLICY ON PART-TIME TEMPORARY FACULTY have been deleted from the APM due to the merger of the relevant portions of these policies into APM 306.

The following is a summary of the substantive changes have been made to APM 306:

- General – “Open Personnel File” changed to “Personnel Action File (or PAF).”
- General – “RTP File” changed to “Working Personnel Action File (or WPAF).”
- General – “Academic Personnel Services” changed to “Office of Faculty Affairs.”
- Clarification of titles and classifications.
- Clarification of assignment.
- Clarification of workload.
- Enhanced description of departmental list maintenance and records retention requirement language.
- Clarification of process for accepting new applicants.
- Clarification of appointment process.
- Clarification of 3-year temporary faculty appointments.
- Description of review process and introduction of sample Form 306 for use in evaluations.
- Clarification of part-time appointments.
- Requirement of Provost’s approval for exceptions to master’s degree requirement.

- Clarification of classifications to include Librarians.
- Clarification of evaluation processes.