

MEMORANDUM (also via email)

DATE: June 5, 2013

TO: Faculty and Staff
Academic Affairs

FROM: Michael Caldwell
Associate Vice President, Faculty Affairs

SUBJECT: Changes to APM 332

APM 332, POLICY ON RANGE ELEVATION FOR TEMPORARY FACULTY, was sent to the President for approval by the Academic Senate in May 2013. President Welty has approved the policy as amended. The following is a summary of the changes have been made to the policy:

- General – The revised policy employs the term “lecturer” to describe all full-time or part-time temporary faculty.
- General – “Open Personnel File” changed to “Personnel Action File.”
- Section II.D – Primary criteria for the evaluation of teaching effectiveness and the evaluation of lecturers without teaching assignments has been added.
- Section III.A. – Clarifies the responsibilities of the candidate.
- Section III.B.3. – The Provost may extend deadlines in writing.
- III.D.5. & 7. – Response period changed from seven to ten days.