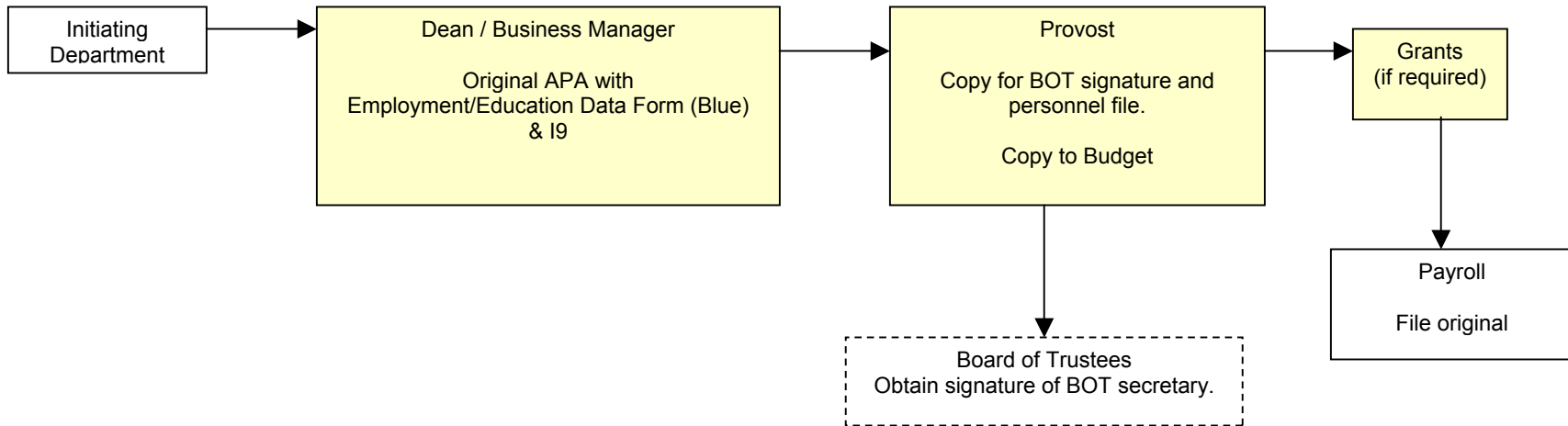


3. Academic Personnel Action (APA) Form Pooled, New Hire and Pooled, Change Positions

Pooled, New Hire and Pooled, Change

Academic Personnel Action (APA) Form (New Hire and Change)



NOTE: For summer tenure-track faculty and for all part-time instructors (summer, fall, and spring), a listing of each section, the amount paid to teach the section, and the instructor name (where known) will be sent by the Dean or his designee to the Provost Office for approval two weeks before the term begins. Once the list has been approved, the department can go ahead and process the APA

NOTE: Shaded boxes are the "Required Signatures" needed to get a paycheck processed.