

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES**

Humanities _____
COLLEGE

LING/TESL _____
DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the change(s) you propose to your personnel procedures, please adhere to the format described below, and also fill out the Background Information. Attach this memo as a cover sheet for the written material you submit to PP&R. PP&R assumes that the initiating Department or College Committee has determined that the proposed new or revised procedures are consistent with Section 600 and with the Collective Bargaining Agreement.

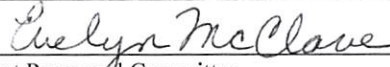
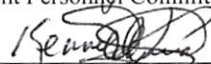
FORMAT: *Please use a complete copy of your existing procedures as the starting point for the proposed revisions that you submit to PP&R for approval. Strike over any text that you wish to have deleted from your written procedures, and/or underline any text that you wish to have added to your written procedures.*

BACKGROUND INFORMATION:


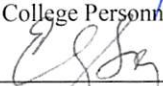
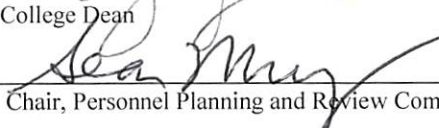
- Are proposed changes those of College or Department procedures? (check one)
- Date that current proposed changes were sent forward Sept. 26, 2017
- Department or College initiating proposed changes Department of Linguistics/TESL
- Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department in response to a request from the College Personnel Committee, which felt that existing promotion criteria were too rigorous"). The proposed change was initiated by the Department in response to a request by the CPC and Dean to formally record that the Department of Linguistics/TESL only uses Section 600 for its RTP procedures, without any additions or changes.
- For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 9 / 26 / 17
- For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: / /

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Office of
Faculty Affairs

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

Evelyn McClave		<u>9/27/17</u>
Chair, Department Personnel Committee		Date
Kenneth V. Luna		<u>9.27.17</u>
Department Chair		Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

	<u>11.2.17</u>
Chair, College Personnel Committee	Date
	<u>9-28-17</u>
College Dean	Date
	<u>5/30/18</u>
Chair, Personnel Planning and Review Committee	Date

(for PP&R use only)	F'18	
<u>S'18</u>	F'21 (For changes in criteria)	<u>S'23</u>
Approval Date	Effective Date (see attached)	Date of Next Review

Revised 10.16