COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE PERSONNEL PROCEDURES

COLLEGE 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 hat 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 what the PP&R for approval. Strike ever any exit that you with to have defeted from your written procedures, and or underline any text that you wish to have added to your written procedures. BACKGROUND INFORMATION: 1. Are proposed changes those of College reproduces. Background information and the procedures of College reproduces. 2. Date that current proposed changes were sent forward Seat 25.2017 3. Department or College initiating proposed changes Department or College initiating proposed changes Department or Exposes to a request from the College Personnel Committee, which left that existing promote orieria 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 Linquistics/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: For Gollege Personnel Procedures, list the date the college faculty voted to approve the proposed changes: For Gollege Personnel Procedures, list the date the college faculty voted to approve the proposed changes: For Department Personnel Procedures, list the date the college faculty voted to approve the proposed changes: For Department Personnel Procedures, li	Humanitie	s	LING/TESL	
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approve the proposed changes: FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name) Evelyn McClave 9/27/17 Chair, Department Personnel Committee Date Kenneth V. Luna 9.27.17 Department Chair Date FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES: Chair, College Personnel Committee Date College Dean Date Chair, Personnel Planning and Review Committee Date (for PP&R use only)		approve the proposed changes: $9/36/17$	DEC 19	9 2017
Evelyn McClave Chair, Department Personnel Committee Kenneth V. Luna Date FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES: Chair, College Personnel Committee Date Chair, College Personnel Planning and Review Committee Chair, Personnel Planning and Review Committee Cfor PP&R use only) Pate 9/27/17 Date 9.27.17 Date 9-28-17 Date 5/30/18			Offic Faculty	e of Affair
Chair, Department Personnel Committee Kenneth V. Luna 9.27.17 Department Chair Date FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES: Chair, College Personnel Committee Date Chair, Personnel Planning and Review Committee (for PP&R use only)	FOR DI	EPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)	, , ,	
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Department Chair FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:	Chair, L	Department Personnel Committee	Date	
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Approval Date Effective Date (see attached) Date of Next Review	Approv	121 in (VITEMA)	tte of Next Review	

Revised 10.16