

**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 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:**

1. Are proposed changes those of College  or Department  procedures? (check one)
2. Date that current proposed changes were sent forward \_\_\_\_\_
3. Department or College initiating proposed changes \_\_\_\_\_
4. 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"). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: \_\_\_\_/\_\_\_\_/\_\_\_\_
6. For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: \_\_\_\_/\_\_\_\_/\_\_\_\_

**FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)**

\_\_\_\_\_  
Chair, Department Personnel Committee Date

\_\_\_\_\_  
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

<b>(for PP&amp;R use only)</b>		
 _____	 _____	 _____
<b>Approval Date</b>	<b>Effective Date (see attached )</b>	<b>Date of Next Review</b>

