

Check List for Packet Processing
Reappointments/Permanent Appointments (UUP Professionals)

Sequence of Packet (top to bottom)

- C2 (See final steps below.)
- Reappointment/Permanent Appointment Form (H - 2) (on website under campus forms)
- Evaluation (must be within last year)
- Performance Program (must be within last year)
- HR Notification (this will be an email from Tina)

Final Steps

After the President acts on the reappointment/permanent appointment, promotion/salary increase, or search waiver, the packet will be returned to HR for final processing.

Check List for Packet Processing Promotions/Salary Increases (UUP Professionals)

Sequence of Packet (top to bottom)

- C2 (See final steps below.)
- Follow the steps on the form for proper completion (on website under campus forms)
- New Performance Program, if necessary (Employee sends packet to the Direct Supervisor.)
- Current Evaluation (should be within last year and evaluation based on the performance program provided below)
- Current Performance Program (should be within last year)
- Employee initiates request by completing the application for professional promotion/salary increase (on website under campus forms)

Final Steps

After the President acts on the reappointment/permanent appointment, promotion/salary increase, or search waiver, the packet will be returned to HR for final processing.

Check List for Packet Processing Search Waivers

Sequence of Packet (top to bottom)

- C2 (See final steps below.)
- Action taken by the President (If approved, the President's Office will notify the appropriate area/department head.)
- After action is taken by Administrative Affairs & Affirmative Action, HR will send the packet to the President for final action. (Include Affirmative Action decision in the packet.)
- Send packet to Human Resources for processing with Administrative Affairs & Affirmative Action.
- Get all appropriate signatures
- Memo from the Direct Supervisor and signature
- C3 Form (on website under campus forms) (This form & the next one will shift to the top of the packet as it is moved along.)
- Search Waiver Request Form
- CV/Resume
- 3 (at least) Letters of Recommendation

Final Steps

After the President acts on the reappointment/permanent appointment, promotion/salary increase, or search waiver, the packet will be returned to HR for final processing.