

# Academic Personnel Policy Exception Summary Form- SAMPLE

Section I: Candidate Information (to be completed by department AP contact)			
LAST NAME, First Name, MI:	DOE, John N.		
Department:	Physics		
Rank/Title/Step:	Professor, Step II		
Salary:	\$93,400	Next Review Due:	07/01/2018
Hire Date:	07/01/2002	Clock Ends:	n/a

Section II: Exception Requested (to be completed by department AP contact)	
Policy citation:	PPM 230-10.II.N; APM 759-12
Brief description of exception requested: Requesting an extension of a leave without pay. The total leave without pay will now be for more than one year in length, so it is now EVC authority for the extension.	

Section III: Background and Analysis (to be completed by APS)
Background:
Policy Reference:

Notes:

Precedent:

**Section IV: Recommendations (to be completed by APS)**

Recommendation:

(To be completed by APS)

OUTCOME	APPROVE	DISAPPROVE
Department:		
Dean:		
EVC:		

# Instructions for the Academic Personnel Policy Summary Form

The policy summary form should accompany all policy exception requests that are EVC approval. This form serves as a cover sheet and a quick summary of each request, but it does not take the place of the necessary, detailed documentation that also needs to be submitted.

Please read the following guidelines in order to correctly complete this form before submitting the request to Academic Personnel.

**Section I:** The departmental AP contact fills in the current appointment, salary, and review data for the candidate requesting the exception.

- “Clock Ends” box should be filled in for all Assistant level appointees subject to an eight-year probationary period.

**Section II:** The departmental AP contact fills in the information regarding the policy exception that is being requested.

- **Policy citation:** Please cite the exact location in the PPM and APM where the information regarding the exception can be found.
  - All aspects of the exception should be considered and cited. For example, a request for pre-approval of an APM 025 Category I activity that also includes a leave without pay needs to have both policies cited.
- **Brief description of exception requested:** Please fill in a few sentences with *general* information regarding the exception that is being requested.
  - The candidate, Department Chair, and/or the Dean needs to provide more detailed information regarding the request via a memo and/or other supporting documents.
  - Providing complete and thorough documentation will aid the EVC in the decision making process.

**Section III, IV and the Outcome Grid:** APS analyst will fill in these sections. Please do not enter anything in these sections.

## **Additional Considerations:**

- Please allow ample time for the policy exceptions to be reviewed by the EVC. Requests should be turned in well in advance of the effective date of the request. Late or retroactive requests will not be considered.
- The Academic Personnel Policy Summary Form should be submitted as a PDF fill-in or a MS Word compatible document. Do not save the form in a format that is not editable.