

Processes that APS will fully support effective Spring 2021 Semester:	What will be different for me (Department)?
<p>Maintenance and Location of Faculty Personnel Action Files:</p> <ul style="list-style-type: none"> <li>- Files will now be available electronically</li> <li>- Access will be granted on an as-needed basis by APS</li> </ul>	<p>Reviewers/Chairs:  Instead of contacting your college office and requesting to view a physical Personnel Action File, you will contact APS and gain access to an electronic version of the PAF so you can conduct your review. Reviewers will sign a digital access log.</p>
<p>RTP/Lecturer Range Elevation/Post Tenure Review Process Support:</p> <ul style="list-style-type: none"> <li>- Creating and assigning Interfolio cases.</li> <li>- Providing information and reminders to IUPC and CPC, Dean, regarding review deadlines and faculty.</li> <li>- Continued support of candidates through workshops and Canvas course.</li> <li>- Uploading review letters from committees and Dean.</li> <li>- Moving cases forward through the review steps.</li> <li>- Letter logging.</li> </ul>	<ul style="list-style-type: none"> <li>- IUPC Chairs will have access to a master list of committees in Google Drive. Updates will be made here, APS will use this to populate Interfolio cases and for communication purposes.</li> <li>- IUPC, Department Chair, CPC, and Dean will be invited to their specific RTP deadlines on the Administrative Calendar.</li> <li>- Letters: all letters received will be forwarded to <a href="mailto:paf@humboldt.edu">paf@humboldt.edu</a> for distribution to the faculty member, logging, and processing (filing in the PAF).</li> </ul>
<p>Temporary Faculty Evaluation Support:</p> <ul style="list-style-type: none"> <li>- Provide student evaluations to faculty from Class Climate.</li> <li>- Maintain electronic PAFs for lecturer faculty and grant access to reviewers (based on IUPC Google Sheet) during review periods.</li> <li>- Tracking of temporary faculty evaluations through completion.</li> </ul>	<ul style="list-style-type: none"> <li>- APS will be your main contact for questions around this process.</li> <li>- Materials for lecturer evaluation will be electronic.</li> </ul>
<p>Department Chair Appointments:</p> <ul style="list-style-type: none"> <li>- Provide spreadsheet to Dean and Budget Analyst so they can communicate updates/changes.</li> <li>- Create department chair appointment letters, send out and track acceptance.</li> </ul>	<p>Not much. Your Department Chair letter will come from APS instead of the college analyst.</p>
<p>Reminders and Deadlines:</p> <ul style="list-style-type: none"> <li>- In addition to the existing APS/OR deadlines, the Administrative Calendar will be filled in with additional reminders, like class schedule, student Payroll, etc.</li> </ul>	<p>Central place that's a "live" calendar for all deadlines that an academic department should have on their radar.</p>
<p>Adjunct/Research Associate (volunteer status) Appointments:</p> <ul style="list-style-type: none"> <li>- APS will contact the department directly with any Adjunct/Research Associate appointments that are expiring in the current AY.</li> <li>- Follow process outlined in <a href="#">Section 500 of the Faculty Handbook</a>.</li> </ul>	<p>Not much. APS will contact you directly to remind you of expiring appointments. Recommendation will still go through college office as outlined in Faculty Handbook.</p>