

**Appointments**

Titles		Rank	Title Codes				Approval Authority	Reviewers	Documentation for File to EVC/Chancellor	Records Management	
			Biomed	FY	AY	B&E AY				Office of Record	Schedule
	Acting Dean			1007			Chancellor			APO	5-10 years
	Presidential Chair						EVC			APO	5-10 years
Ladder Rank Faculty	Tenured Senate	Full	1567	1110	1100	1143	Chancellor	CAP	Full Packet	APO	5-10 years
	Tenured Senate	Assoc	1565	1210	1200	1243	Chancellor	CAP	Full Packet	APO	5-10 years
	Non-Tenured Senate	Asst	1563	1310	1300	1343	EVC	CAP	Full Packet	APO	5-10 years
	Acting Title		1564	1317	1307	1977	EVC	CAP	Full Packet	APO	0-5 years
	Pre-Retirement Recall MOUs (All TCs)						VPAP		None	APO	0-5 years
	Professor Emeritus Recall			1116	1106		Dean		Modified Packet	APO	5-10 years
	Research Professor (Recall)			1708			Dean			APO	5-10 years
Equip Title (Agron in AES)	Tenured/Non-Senate	Full		3000			EVC		Full Packet	APO	0-5 years
	Tenured/Non-Senate	Assoc		3010			EVC		Full Packet	APO	0-5 years
	NonTenured/Non-Senate	Asst		3020			EVC		Full Packet	APO	0-5 years
	Acting Title			3027			EVC		Full Packet	APO	0-5 years
PIR	Professor In Residence	Full	1572				EVC	AH/CAP	Full Packet	APO	5-10 years
		Assoc	1571				EVC	AH/CAP	Full Packet	APO	5-10 years
		Asst	1570				EVC	CAP	Full Packet	APO	5-10 years
Adjunct Professor	With Salary	Full	1576	3259	3258	3377	EVC		Full Packet	APO	0-5 years
		Assoc	1575	3269	3268	3374	EVC		Full Packet	APO	0-5 years
		Asst	1574	3279	3278	3371	EVC		Full Packet	APO	0-5 years
Voluntary Clinical Prof	(w/out salary)						EVC		Full Packet	APO	0-5 years
		Full	2017				EVC		Modified Packet	APO	0-5 years
		Assoc	2037				EVC		Modified Packet	APO	0-5 years
Professional Researchers	Any Step	Full		3200		1987 FY	EVC		Full Packet	APO	0-5 years
		Assoc		3210		1988 FY	EVC		Full Packet	APO	0-5 years
		Asst		3220		1989 FY	Dean		Abbreviated Pkt	Dean	0-5 years
		Asst		3220		1989 FY	EVC		Full Packet	APO	0-5 years
Post Graduate Rsrchers	Postdoctoral Research			3240			Dean		None	Dean	0-5 years
				3370			Dean		None	Dean	0-5 years
											0-5 years
Visiting Titles	Professor	Full	1431	1118	1108	1421	EVC		Modified Packet	APO	0-5 years
		Assoc	1432	1218	1208	1424	EVC		Modified Packet	APO	0-5 years
		Asst	1433	1318	1308	1427	Dean		Abbreviated Pkt	Dean	0-5 years
	Professional Researcher	Full		3208			Dean		Abbreviated Pkt	Dean	0-5 years
		Assoc		3218			Dean		Abbreviated Pkt	Dean	0-5 years
		Asst		3228			Dean		Abbreviated Pkt	Dean	0-5 years

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Cooperative Extension Specialists	Any Step	Full		3401			EVC		Full Packet	APO	0-5 years
	Any Step	Assoc		3411			EVC		Full Packet	APO	0-5 years
	Steps I & II	Asst		3421			Dean		Abbreviated Pkt	Dean	0-5 years
	Steps III & IV	Asst		3421			EVC		Full Packet	APO	0-5 years
Specialists		Full		3300			EVC		Full Packet	APO	0-5 years
		Assoc		3310			EVC		Full Packet	APO	0-5 years
		Asst		3320			Dean		Abbreviated Pkt	Dean	0-5 years
Lecturers	Lecturer with less than 18 quarters			1630(9/12) 1632(9/9)			Dean		Appointment Letter	Dean	0-5 years
	Lecturer with 3 yr contract (Without Salary)			1635	1631 1633 (9/9)		EVC	NSI	Full Packet	APO	0-5 years
	Miscellaneous Part-Time			1676	1675		Dean		None	Dean	0-5 years
	Project Scientist				1650		Dean		None	Dean	0-5 years
	Supervisors of Teacher Education			2220			Dean		Abbreviated Pkt	Dean	0-5 years
Librarians		Full	Car 3612; PC:3613; Temp:3614				AEVC	CACLS	Full Packet	APO	0-5 years
		Assoc	Car:3616; PC:3617; Temp:3618				AEVC	CACLS	Full Packet	APO	0-5 years
		Asst	Car:3620; PC:3621; Temp:3622				AEVC	CACLS	Full Packet	APO	0-5 years
	Temp Part-Time Assistant/Associate University Librarian						UL			Library	0-5 years
University Extension	Continuing Education Specialist			3508; 3506; 3510; 3502			Dean		Abbreviated Pkt	UNEX	0-5 years
	CES I, II, III			3514; 3512; 3510			Dean		None	Dean	0-5 years
	Teacher			3570			Dean		None	Dean	0-5 years
	Assistant Teacher			3572						Dean	0-5 years
	Academic Administrators			1061;1062;1063;1064;1065;1066;1067			EVC		Modified Packet	APO	0-5 years
	Academic Coordinators			0841;0843;0845;0847;0849 FY 0840;0842;0844;0846;0848 AY			EVC		Modified Packet	APO	0-5 years
	Associate in AES			3050			Dean		None	Dean	5-10 years
	Research Associate			3298			Dean		None	Dean	0-5 years
	Visiting Scholar				3999		Dean		None	Dean	0-5 years

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Titles		Title Codes				Approval Authority	Reviewers	Documentation for File to EVC/Chancellor	Records Management	
		Rank	Biomed	FY	AY				B&E AY	Office of Record
Student Titles	TA-Teaching Assistant		2310 Gship AY 2311 non-Gship AY			Dean Grad Div		None	Department	0-5 years
	GSR - Graduate Student Researcher		3266 no remission non Gship FY 3276 partial remission FY			Dean Grad Div		None	Department	0-5 years
	Associate In (Graduate Student Only)		1511 Gship FY; 1501 Gship AY; 1506 1/9 non Gship			Dean Grad Div		None	Department	0-5 years
	Reader		2850 Gship AY; 2581 Gship AY			Dean GD		None	Department	0-5 years
	Teaching Fellow		2300 Gship AY; 2304 non Gship AY			Dean GD		None	Department	0-5 years

Review Files

		Records Management				
Action	Titles	Approval Authority	Reviewers	Documentation for File to EVC/Chancellor	Office of Record	Schedule
Appraisals	Assistant Adjunct Professor (Salaried)	EVC		See the CALL	APO	0-5 years
	Assistant Agronomist AES	EVC		" "	APO	0-5 years
	Assistant Cooperative Extension Specialist/Agronomist	EVC		" "	APO	0-5 years
	Assistant Professor	EVC	AH/CAP	" "	APO	5-10 years
	Assistant Professor In Residence	EVC		" "	APO	5-10 years
Promotions	Academic Administrator	EVC		See the CALL	APO	0-5 years
	Academic Coordinator	EVC		See the CALL	APO	0-5 years
	Adjunct Professor	EVC		See the CALL	APO	0-5 years
	Agronomist in the AES	EVC		See APM 320	APO	0-5 years
	Continuing Education Specialist	EVC		See APM 340	APO	0-5 years
	Cooperative Extension Specialist/Agronomist	EVC		See the CALL	APO	0-5 years
	Ladder Rank Faculty (including Prof in Residence)	Chancellor/EVC	AH/CAP	See the CALL	APO	5-10 years
	Librarian	AEVC	AH/CACLS	Full Packet	APO	0-5 years
	Professional Researcher	EVC		See the CALL	APO	0-5 years
	Specialist	EVC			APO	0-5 years
	Supervisor of Teacher Education	Dean		Decision Letter	Dean	0-5 years
	Voluntary Clinical Professor (WOS)	EVC			APO	0-5 years
	Merits	Academic Administrator	Dean		Decision Letter	Dean
Academic Coordinator		Dean		Decision Letter	Dean	0-5 years
Adjunct Professor		Dean		Decision Letter	Dean	0-5 years
Adjunct Professor to VI or A/S		EVC		Full Packet	APO	0-5 years
Adjunct Professor within A/S		Dean		Decision Letter	Dean	0-5 years
Agronomist AES		EVC		Full Packet	APO	0-5 years
C.E./Agronomist/Professional Researcher (Split-any combination)		Dean		Decision Letter	Dean	0-5 years
Continuing Education Specialist (UNEX) Steps I-VI		Dean		Decision Letter	Dean	0-5 years
Cooperative Extension Specialist/Agronomist		Dean		Decision Letter	Dean	0-5 years
Ladder Rank Faculty (all levels)		EVC	CAP	See the CALL	*APO	5-10 years
Lecturer with 3-Year Contract		EVC	NSI	Full Packet	APO	0-5 years
Lecturer (100% for 3 consecutive years)		Dean		Decision Letter	Dean	0-5 years
Librarian		AEVC	CACLS	Full Packet	APO	0-5 years
Postdoctoral Researcher		Dean		None	Dean	0-5 years
Professional Researcher		Dean (except GSOE)		Decision Letter	Dean	0-5 years
Professional Researcher to VI or A/S		EVC		Full Packet	APO	0-5 years
Professional Researcher within A/S		Dean		Decision Letter	Dean	0-5 years
Professor Above-Scale		EVC	CAP	See the CALL	APO	0-5 years
Professor In Residence		EVC	CAP	See the CALL	APO	0-5 years
Specialist		Dean		Decision Letter	Dean	0-5 years
Supervisor of Teacher Education		Dean		Decision Letter	Dean	0-5 years

