



ACADEMIC PERSONNEL
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PROCESS AND ROUTING INSTRUCTIONS FOR APM-025 & APM-671
CATEGORY I PRIOR APPROVALS REQUEST FORMS

- [APM-025](#) and [APM-671](#) CAT I prior approval request forms should be routed through the Department Chair and Dean. Forms are located within the APM-025 and APM-671 policy document and may also be downloaded from our [website](#).
- A *separate request memo* should be included with the request if the CAT I form involves teaching at another university or a similar exception. If a *separate request* accompanies the prior approval form, it should be addressed to the Provost and Executive Vice Chancellor (PEVC) and routed through the Department Chair, the Dean, and the Vice Provost for Academic Personnel (VPAP). The request should include a justification/rationale for the exception.
- Please send the original prior approval form and a *separate request memo* (if applicable), to Antonette Toney in the Academic Personnel Office. Electronic copies may be sent to (antonette.toney@ucr.edu) prior to sending the original request form. **Please note that the original form must be received prior to processing the request.**
- If the CAT I prior approval form is accompanied by a leave, please include Sara Umali (sara.umali@ucr.edu) in the cc: list.
- The VPAP will make a recommendation to the PEVC. The PEVC will make the final decision regarding the request.

Academic Personnel Contact for Questions

Technology and Data Manager: Antonette Toney (Antonette.Toney@ucr.edu) x25036
Assistant Vice Provost: Katina Napper (Katina.Napper@ucr.edu) x25032

The estimated turnaround time, for the CAT1 Prior Approval Request is two weeks for a standard request and up to 4 weeks for an exception request.