

Paperwork

Origination

What responsibilities (regarding Faculty/SPS paperwork) belong to the Department?

- 1) Paperwork ORIGINATES at the department level. If at any reason the Dean's office originates the paperwork (usually due to budget issues), the department will get a copy of said paperwork.**

What paperwork is included....

- A) Retirement PAFs**
- B) Termination PAFs**
- C) Additional Pays (extra month, course overloads, grant work, etc.)**
- D) Reappointment PAFs and PRFs (when applicable) for temps**
- E) Paperwork required for refilling a position, creating a new position, or job changes**
- F) Retirement agreement PAFs & Aps**
- G) Course buyouts (PRF required)**
- H) All of the above**

What paperwork is excluded....

- A) Summer research and artistry APs**
 - B) Summer School (except GAs) PAFs and/or APs**
- 2) NO Side-stepping the Dean's Office.... ALL PAPERWORK MUST BE PROCESSED THROUGH THE DEAN'S OFFICE (regardless of the cost center).**

If you are not sure... ask!