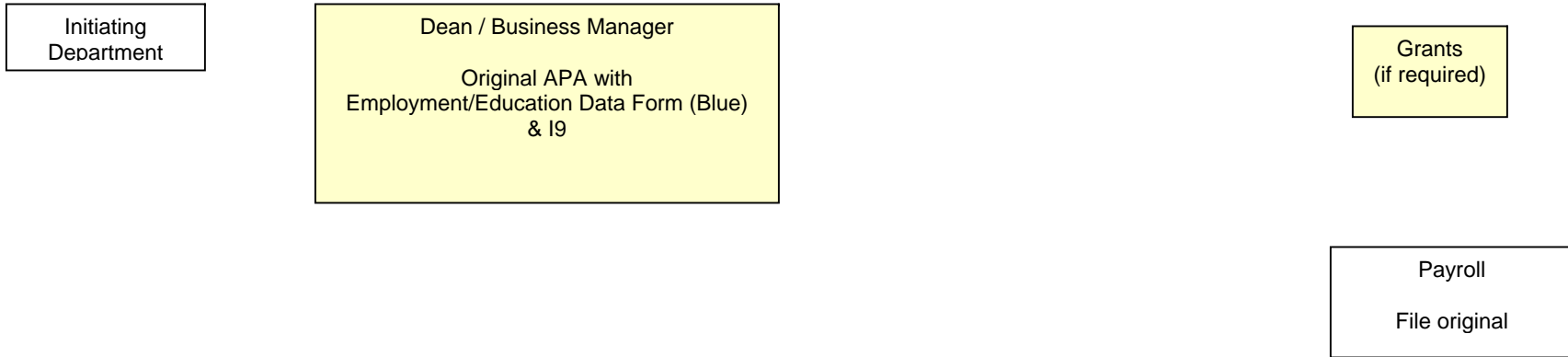


### 3. Academic Personnel Action (APA) Form Pooled, New Hire and Pooled, Change Positions

Pooled, New Hire and Pooled, Change

- 1220 Part-Time Faculty—Summer
- 1300 Part-Time Faculty—STRS Participating
- 1310 Part-Time Faculty—Summer (STRS Participating)
- 1930 Faculty Fellowship

#### Academic Personnel Action (APA) Form (New Hire and Change)



**NOTE:** For summer tenure-track faculty and for all part-time instructors (summer, fall, and spring), a listing of each section, the amount paid to teach the section, and the instructor name (where known) will be sent by the Dean or his designee to the Provost Office for approval two weeks before the term begins. Once the list has been approved, the department can go ahead and process the APA

**NOTE:** Shaded boxes are the "Required Signatures" needed to get a paycheck proc needed (Approved on AEE) NOTE: Shaded boxes are the "Required Signatures" needed to get a paycheck proc needed (Approved on AEE)