

TA-DA! *Number One: Number of Copies to Submit*

Our recent request for feedback produced an inquiry about submitting temporary appointments digitally rather than on paper. Ah, how we wish that this could be so! But until there is an AP Folio module for pre-6 lecturers, visiting and adjunct professors, continuing workloads, and other temporary academic appointments, this remains a paper process. We need *two* sets - one for our files and one to go to Academic Personnel - and we can't make all the copies for the 40-plus departments we're assisting, so that means you get to do it! The only exception is Associate appointments - that requires only the original of the appointment memo with two sets of the academic biography and CV. For your reference, all this is listed at the bottom of the "Temporary Academic Appointment Dates and Salary Calculations" cheat sheet we recently sent out.

7/19/16