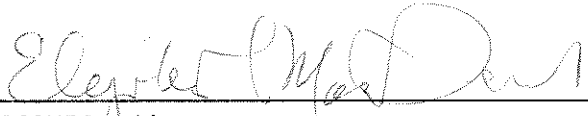


Local Understanding on Deadline for Contractually Required Documents


Local APSCUF and Management agree that the time of receipt for any contractually required document (such as but not limited to promotion application letters, promotion recommendation letters, tenure recommendation letters, and evaluation letter) is 5:00 p.m. on the date provided in the collective bargaining agreement or local policy.

In order to ensure that document(s) are received in a timely manner a copy should be sent electronically to the faculty member and/or committee chairperson as appropriate by the 5:00 p.m. deadline. In addition, a hard copy should be placed in the mail to the faculty member and/or committee chairperson by 5:00 p.m.



APSCUF President

7/8/2016
Date



Provost

7/8/2016
Date