

Academic Personnel Policy Exception Summary

Section I: Candidate Information (Completed by Department AP Contact)			
Last Name, First Name, MI:	Doe, John		
Department:	Physics		
Rank/Title/Step:	Professor, Step II		
Salary	\$93,400	Next Review Due:	07/01/2019
Hire Date	07/01/2003	Clock Ends:	N/A
Required Exception Request Components:			
<ul style="list-style-type: none"> • Policy Exception Request Summary Form (This form) <ul style="list-style-type: none"> ○ Click here for additional information/guidance • Candidate’s request memo/Family Accommodation Reporting (FAR) Form/ Academic Leave of Absence/Sabbatical (ALAS) form/APM 025 Prior Approval for Category I Outside Activities form <ul style="list-style-type: none"> ○ Other candidate supporting documents (If applicable) • Endorsement of the candidate’s request by the department chair via memo or via endorsement signatures on the candidate’s request memo/ FAR form/ALAS form/APM 025 form • Endorsement of candidate’s request by the Dean via memo or via endorsement signatures on the candidate’s request memo/ FAR form/ALAS form/APM 025 form <p style="text-align: center; margin-top: 10px;"><i>Policy Exception requests are EVC and/or Chancellor Authority</i></p>			
Section II: Exception Request Details (Completed by Department AP Contact)			
i. List applicable policies to which an exception is being requested (Ex: APM, PPM...etc.):			-PPM 230-10 -APM 025: CAT I - - - - - -
APM 025 Conflict of Interest and Outside Activities:			
i. Does this request include an exception to APM 025 – Conflict of Commitment and Outside Activities?			
- YES – Answer question ii. - NO - Complete the Exception Request Summary.			
ii. Was the Conflict of Interest Office (COI) consulted?			
- YES , COI consulted – What was the outcome? <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input checked="" type="checkbox"/> In Process - NO , COI not consulted - Explain why in the Exception Request Summary.			
Exception Request Summary:			
<p style="color: red;">Professor Doe will be taking a 1 year sabbatical during the 2018-2019 academic year to participate as a board member of a new start up company while also performing research.</p>			

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Section III: Background and Analysis (to be completed by APS)
Background:
Policy Reference:
Notes:
Precedent:

Section IV: Approval Recommendation (to be completed by APS)
Recommendation:

Section V: Approvals		
	Approve	Disapproved
Department:		
Dean/AVC:		
EVC:		