

<i>Timetable For Receipt of Information Temple University To TAUP</i>			
Deadline For TAUP Notification	REASON FOR CHANGE	INFORMATION NEEDED	DATE CHANGE EFFECTIVE
11/01/** Fall Semester *10/1 (Fall), 3/1 (Spring), 6/1 (Summer) for Adjuncts if employee supplied	Update of CBU Printout	Full-time members: By college and dept; name, gender, TU employee #, TU zip, TU email, TU phone, DOB, DOH, appt. date, current status, tenure date, rank, annual salary, race, mode of payment, home address and phone Adjuncts: name, college, department, gender, TU employee #, TU email, TU phone, DOB, date of initial hire (if available), date of current appointment, rank, semester salary, race, home address and phone	
Upon reasonable notice	Update of CBU Printout	Adjuncts: credit hours taught, basis of pay (e.g. per credit hour, # of students or other), and last semester worked prior to the current semester, benefits information for adjunct members of the bargaining unit, including the number of members participating in each benefit level and total participation by adjunct members participating in each benefit and total participation by adjunct members of the bargaining unit.	
11/01/** Fall Semester	Promotion/Tenure	Names, Title Changes, New Salary	1/01/**
	Sabbatical Spring Semester	Names; new salary	1/01/**
	Year-long sabbatical Starting 1/01/**	Names; new salary	1/01/**
	Retirement starting Spring Semester (1/01/**-6/30/**)	Names; addresses; End dates	1/01/**-6/30/**
On or About 11/01/** Fall Semester	Faculty Searches	Number, distribution among departments, their number, distribution among departments and colleges and distribution by faculty classification, the number of successful searches completed in the past year compared to the number of searches conducted, the number of retirements and resignations among the faculty during the year, the number of nontenure-track faculty each year in each classification, and the number of part-time/adjunct faculty teaching in colleges and schools in the bargaining unit.	
5/01/** Spring Semester	Merit	Names, number of merit units and their categories or reasons	6/01/** (Retroactive to 1/01/**)
	Salary Minima	Names; new salary	7/01/**
	Sabbatical Fall Semester (7/01/**-12/31/**)	Names; new salary	7/01/** or 9/01/**
	Year-long sabbatical (7/01/**-6/30/**)	Names; new salary	7/01/** or 9/01/**
	Retirement starting	Names; addresses;	7/01/**

	Fall Semester (7/01/**)	End dates	
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Within 30 Days of Change	Promotion (AP or Librarian)	Name, title change; New salary	Variable
	Leave W/O Pay	Name; dates effective	Variable
	Retirement (AP or Librarians)	Names; addresses; End dates	Variable
	New employee	Same info as CBU printout	Variable
	Transfer within TU	Name, all changes	Variable
	No longer at TU	End date	Variable
Within 10 Days of Change	Additional Increase	Name; new salary	Variable
Within 15 Days of Any Payroll Period		Names of those who authorized such deductions and the amounts deducted; Dues deducted in last payroll period	Variable
Two Weeks Prior to New Hire Orientation (when feasible)		Names of new bargaining unit members scheduled to attend the orientation, department, contact information	Variable

