

MEMORANDUM

TO: All Professional Staff
FROM: Kathryn Perry
DATE: July 14, 2008



THE STATE UNIVERSITY OF NEW YORK

Potsdam

SCHEDULE OF SUBMISSION DATES PERTAINING TO CONTRACT RENEWALS, LEAVES, AND PROMOTIONS 2008 - 2009

DEADLINE DATES FOR:

	REAPPOINTMENT	REAPPOINTMENT	REAPPOINTMENT	REAPPOINTMENT	SABBATICAL AND OTHER LEAVES 2008-2009	PROMOTION AND SALARY INCREASES
DATA SUBMISSION PROCEDURE	NOTIFICATION DATE	NOTIFICATION DATE				
	December 15, 2008	March 31, 2009	June 30, 2009	August 31, 2009	December 15, 2008	June 30, 2009
RECOMMENDATION OF CHAIRPERSON/ IMMEDIATE SUPERVISOR TO DEAN/DIRECTOR	October 17, 2008	February 21, 2009	April 11, 2009	April 11, 2009	October 17, 2008	April 11, 2009
RECOMMENDATION OF DEAN/DIRECTOR TO VICE PRESIDENT/ PROVOST	November 7, 2008	March 7, 2009	May 2, 2009	June 6, 2009	November 7, 2008	May 23, 2009
RECOMMENDATION OF VICE PRESIDENT/ PROVOST TO PRESIDENT	November 21, 2008	March 14, 2009	May 16, 2009	July 11, 2009	November 21, 2008	June 6, 2009
DECISION OF PRESIDENT AND NOTIFICATION TO EMPLOYEE	December 15, 2008	March 31, 2009	June 30, 2009	August 31, 2009	December 15, 2008	June 30, 2009