



THE STATE UNIVERSITY OF NEW YORK
Potsdam

SCHEDULE OF SUBMISSION DATES PERTAINING TO CONTRACT RENEWALS, LEAVES, AND PROMOTIONS 2016 - 2017

DEADLINE DATES FOR:

	REAPPOINTMENT NOTIFICATION DATE December 15, 2016	REAPPOINTMENT NOTIFICATION DATE March 31, 2017	REAPPOINTMENT: NOTIFICATION DATE June 30, 2017 REAPPOINTMENT : NOTIFICATION DATE August 31, 2017	ALL FACULTY AND PROFESSIONAL STAFF PROMOTIONS AND SALARY INCREASES: NOTIFICATION DATE May 15, 2017	SABBATICAL AND OTHER LEAVES 2017-2018 NOTIFICATION DATE January 8, 2017
DATA SUBMISSION PROCEDURE					
RECOMMENDATION OF CHAIRPERSON/ IMMEDIATE SUPERVISOR TO DEAN/DIRECTOR	October 7, 2016	February 14, 2017	March 3, 2017	March 3, 2017	November 4, 2016
RECOMMENDATION OF DEAN/DIRECTOR TO VICE PRESIDENT/ PROVOST	October 28, 2016	February 24, 2017	March 31, 2017	March 31, 2017	December 2, 2016
RECOMMENDATION OF VICE PRESIDENT/ PROVOST TO PRESIDENT	November 11, 2016	March 7, 2017	April 28, 2017	April 28, 2017	December 27, 2016
DECISION OF PRESIDENT AND NOTIFICATION TO EMPLOYEE	December 15, 2016	March 31, 2017	June 30, 2017 or August 31, 2017 respectively	May 15, 2017	January 8, 2017

*Human Resources will notify employees of their Reappointment notice date.