

MEMORANDUM

TO: All Professional Staff
FROM: Kathryn Perry
DATE: July 22, 2009



THE STATE UNIVERSITY OF NEW YORK

Potsdam

SCHEDULE OF SUBMISSION DATES PERTAINING TO CONTRACT RENEWALS, LEAVES, AND PROMOTIONS 2009 - 2010

DEADLINE DATES FOR:

	REAPPOINTMENT	REAPPOINTMENT	REAPPOINTMENT	REAPPOINTMENT	SABBATICAL AND OTHER LEAVES 2010-2011	PROMOTION AND SALARY INCREASES
DATA SUBMISSION PROCEDURE	NOTIFICATION DATE December 15, 2009	NOTIFICATION DATE March 31, 2010	NOTIFICATION DATE June 30, 2010	NOTIFICATION DATE August 31, 2010	NOTIFICATION DATE January 15, 2010	NOTIFICATION DATE June 30, 2010
RECOMMENDATION OF CHAIRPERSON/ IMMEDIATE SUPERVISOR TO DEAN/DIRECTOR	October 16, 2009	February 20, 2010	April 9, 2010	April 9, 2010	November 13, 2009	April 9, 2010
RECOMMENDATION OF DEAN/DIRECTOR TO VICE PRESIDENT/ PROVOST	November 6, 2009	March 5, 2010	April 30, 2010	June 4, 2010	December 11, 2009	May 7, 2010
RECOMMENDATION OF VICE PRESIDENT/ PROVOST TO PRESIDENT	November 20, 2009	March 12, 2010	May 21, 2010	July 11, 2010	January 1, 2010	June 4, 2010
DECISION OF PRESIDENT AND NOTIFICATION TO EMPLOYEE	December 15, 2009	March 31, 2010	June 30, 2010	August 31, 2010	January 15, 2010	June 30, 2010