

**MEMORANDUM**

TO: All Professional Staff  
FROM: Mary Dolan  
DATE: August 16, 2011



**SCHEDULE OF SUBMISSION DATES PERTAINING TO CONTRACT RENEWALS, LEAVES, AND PROMOTIONS 2011 - 2012**

**DEADLINE DATES FOR:**

	REAPPOINTMENT	REAPPOINTMENT	REAPPOINTMENT	REAPPOINTMENT	SABBATICAL AND OTHER LEAVES 2012-2013	PROMOTION AND SALARY INCREASES
DATA SUBMISSION PROCEDURE	NOTIFICATION DATE December 15, 2011	NOTIFICATION DATE March 31, 2012	NOTIFICATION DATE June 30, 2012	NOTIFICATION DATE August 31, 2012	NOTIFICATION DATE January 13, 2012	NOTIFICATION DATE June 30, 2012
RECOMMENDATION OF CHAIRPERSON/ IMMEDIATE SUPERVISOR TO DEAN/DIRECTOR	October 14, 2011	February 21, 2012	April 6, 2012	April 6, 2012	November 11, 2011	April 6, 2012
RECOMMENDATION OF DEAN/DIRECTOR TO VICE PRESIDENT/ PROVOST	November 4, 2011	March 2, 2012	April 27, 2012	June 4, 2012	December 9, 2011	May 7, 2012
RECOMMENDATION OF VICE PRESIDENT/ PROVOST TO PRESIDENT	November 18, 2011	March 12, 2012	May 18, 2012	July 11, 2012	January 2, 2012	June 4, 2012
DECISION OF PRESIDENT AND NOTIFICATION TO EMPLOYEE	December 15, 2011	March 31, 2012	June 30, 2012	August 31, 2012	January 13, 2012	June 30, 2012