



SCHEDULE OF SUBMISSION DATES PERTAINING TO CONTRACT RENEWALS, LEAVES, AND PROMOTIONS 2024 - 2025

DEADLINE DATES FOR:

DATA SUBMISSION PROCEDURE	REAPPOINTMENT NOTIFICATION DATE December 15, 2024	REAPPOINTMENT NOTIFICATION DATE March 31, 2025	REAPPOINTMENT: NOTIFICATION DATE June 30, 2025 REAPPOINTMENT : NOTIFICATION DATE August 31, 2025	ALL FACULTY AND PROFESSIONAL STAFF PROMOTIONS AND SALARY INCREASES: NOTIFICATION DATE May 15, 2025	SABBATICAL AND OTHER LEAVES 2025-2026 NOTIFICATION DATE January 9, 2025
RECOMMENDATION OF CHAIRPERSON/ IMMEDIATE SUPERVISOR TO DEAN/DIRECTOR	September 27, 2024	February 7, 2025	February 21, 2025	February 21, 2025	November 1, 2024
RECOMMENDATION OF DEAN/DIRECTOR TO VICE PRESIDENT/ PROVOST	October 18, 2024	February 14, 2025	March 21, 2025	March 21, 2025	November 22, 2024
RECOMMENDATION OF VICE PRESIDENT/ PROVOST TO PRESIDENT	November 1, 2024	March 7, 2025	April 18, 2025	April 18, 2025	December 20, 2024
DECISION OF PRESIDENT AND NOTIFICATION TO EMPLOYEE	December 15, 2024	March 31, 2025	June 30, 2025 or August 31, 2025 respectively	May 15, 2025	January 9, 2025

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