



SCHEDULE OF SUBMISSION DATES PERTAINING TO CONTRACT RENEWALS, LEAVES, AND PROMOTIONS 2025 - 2026

DEADLINE DATES FOR:

DATA SUBMISSION PROCEDURE	REAPPOINTMENT NOTIFICATION DATE December 15, 2025	REAPPOINTMENT NOTIFICATION DATE March 31, 2026	REAPPOINTMENT: NOTIFICATION DATE June 30, 2026 REAPPOINTMENT : NOTIFICATION DATE August 31, 2026	ALL FACULTY AND PROFESSIONAL STAFF PROMOTIONS AND SALARY INCREASES: NOTIFICATION DATE May 15, 2026	SABBATICAL AND OTHER LEAVES 2026-2027 NOTIFICATION DATE January 9, 2026
RECOMMENDATION OF CHAIRPERSON/ IMMEDIATE SUPERVISOR TO DEAN/DIRECTOR	September 26, 2025	February 6, 2026	February 20, 2026	February 20, 2026	November 7, 2025
RECOMMENDATION OF DEAN/DIRECTOR TO VICE PRESIDENT/ PROVOST	October 17, 2025	February 13, 2026	March 20, 2026	March 20, 2026	November 21, 2025
RECOMMENDATION OF VICE PRESIDENT/ PROVOST TO PRESIDENT	November 7, 2025	March 6, 2026	April 17, 2026	April 17, 2026	December 19, 2025
DECISION OF PRESIDENT AND NOTIFICATION TO EMPLOYEE	December 15, 2025	March 31, 2026	June 30, 2026 or August 31, 2026 respectively	May 15, 2026	January 9, 2026

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