



SCHEDULE OF SUBMISSION DATES PERTAINING TO CONTRACT RENEWALS, LEAVES, AND PROMOTIONS 2023 - 2024

DEADLINE DATES FOR:

DATA SUBMISSION PROCEDURE	REAPPOINTMENT NOTIFICATION DATE December 15, 2023	REAPPOINTMENT NOTIFICATION DATE March 31, 2024	REAPPOINTMENT: NOTIFICATION DATE June 30, 2024 REAPPOINTMENT : NOTIFICATION DATE August 31, 2024	ALL FACULTY AND PROFESSIONAL STAFF PROMOTIONS AND SALARY INCREASES: NOTIFICATION DATE May 15, 2024	SABBATICAL AND OTHER LEAVES 2024-2025 NOTIFICATION DATE January 9, 2024
RECOMMENDATION OF CHAIRPERSON/ IMMEDIATE SUPERVISOR TO DEAN/DIRECTOR	September 29, 2023	February 9, 2024	February 23, 2024	February 23, 2024	November 3, 2023
RECOMMENDATION OF DEAN/DIRECTOR TO VICE PRESIDENT/ PROVOST	October 20, 2023	February 16, 2024	March 22, 2024	March 22, 2024	November 24, 2023
RECOMMENDATION OF VICE PRESIDENT/ PROVOST TO PRESIDENT	November 3, 2023	March 8, 2024	April 19, 2024	April 19, 2024	December 22, 2023
DECISION OF PRESIDENT AND NOTIFICATION TO EMPLOYEE	December 15, 2023	March 31, 2024	June 30, 2024 or August 31, 2024 respectively	May 15, 2024	January 9, 2024

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