



SCHEDULE OF SUBMISSION DATES PERTAINING TO CONTRACT RENEWALS, LEAVES, AND PROMOTIONS 2022 - 2023

DEADLINE DATES FOR:

	REAPPOINTMENT	REAPPOINTMENT	REAPPOINTMENT: NOTIFICATION DATE June 30, 2023	ALL FACULTY AND PROFESSIONAL STAFF PROMOTIONS AND SALARY INCREASES: NOTIFICATION DATE May 15, 2023	SABBATICAL AND OTHER LEAVES 2023-2024
DATA SUBMISSION PROCEDURE	NOTIFICATION DATE December 15, 2022	NOTIFICATION DATE March 31, 2023	REAPPOINTMENT : NOTIFICATION DATE August 31, 2023		NOTIFICATION DATE January 9, 2023
RECOMMENDATION OF CHAIRPERSON/ IMMEDIATE SUPERVISOR TO DEAN/DIRECTOR	September 30, 2022	February 10, 2023	February 24, 2023	February 24, 2023	November 1, 2022
RECOMMENDATION OF DEAN/DIRECTOR TO VICE PRESIDENT/ PROVOST	October 21, 2022	February 17, 2023	March 24, 2023	March 24, 2023	November 25, 2022
RECOMMENDATION OF VICE PRESIDENT/ PROVOST TO PRESIDENT	November 4, 2022	March 10, 2023	April 21, 2023	April 21, 2023	December 23, 2022
DECISION OF PRESIDENT AND NOTIFICATION TO EMPLOYEE	December 15, 2022	March 31, 2023	June 30, 2023 or August 31, 2023 respectively	May 15, 2023	January 9, 2023

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