



TO: Academic Deans Cabinet  
FROM: Michele G. Wheatly  
DATE: July 1, 2016  
SUBJECT: Reporting Dates for 2016-2017

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Please observe the following reporting dates for specified documents that are to be sent to this office during the Academic Year 2016-2017.

Questions and/or documents may be forwarded to the Office of Faculty Affairs at [FacultyAffairs@syr.edu](mailto:FacultyAffairs@syr.edu), or mailed to the Office of Faculty Affairs, Suite 503, Crouse Hinds Hall.

REPORTS	DUE DATES
List of Faculty to be Considered for <u>Promotion and Tenure</u> for 2017	Mon. Oct. 3, 2016
<u>Leave of Absence Requests</u> for Fall 2017 or Academic Year 2017-2018	Wed. Oct. 26, 2016
List of Full-time Faculty Planning to <u>Retire</u> between July 1, 2016-June 30, 2017	Wed. Feb. 15, 2017
<u>Emeritus Nominations</u> for 2017	Wed. Feb. 15, 2017
<u>Leave of Absence Requests</u> for Spring 2018	Wed. Feb. 15, 2017
<u>Promotion and Tenure Recommendations</u> for 2017	Wed. Feb. 15, 2017
<u>Candidate Request for Tenure Review</u> for 2018	Wed. Mar. 1, 2017
<u>Report and Recommendations</u> on Non-Tenured Faculty	Fri. Mar. 17, 2017
<u>Faculty Search Requests</u> to be Conducted in Fiscal Year 2017	Mon. May 15, 2017

*Reminder: Copies of Curriculum Vitae Updates are not required to be submitted to the Office of the Vice Chancellor and Provost. Copies are to be kept in the schools/colleges deans' offices and available if needed.*