



MEMORANDUM

To: Academic Deans Cabinet

From: Michele G. Wheatly, Vice Chancellor and Provost

Cc: LaVonda N. Reed, Associate Provost for Faculty Affairs

Date: July 24, 2017

Re: Reporting Dates for 2017-2018

Please observe the following reporting dates for specified documents that are to be sent to this office during the academic year 2017-2018.

Questions and/or documents should be forwarded to the Associate Provost for Faculty Affairs at FacultyAffairs@syr.edu, or mailed to Suite 503, Crouse-Hinds Hall.

REPORTS	DUE DATES
List of Faculty to be Considered for <u>Promotion and Tenure</u> for 2018	Wed., Oct. 4, 2017
<u>Leave of Absence Requests</u> for Fall 2018 or Academic Year 2018-2019	Wed., Nov. 15, 2017
List of Full-time Faculty Planning to <u>Retire</u> between July 1, 2017-June 30, 2018	Thurs., Feb. 15, 2018
<u>Emeritus Nominations</u> for 2018	Thurs., Feb. 15, 2018
<u>Promotion and Tenure Recommendations</u> for 2018	Thurs., Feb. 15, 2018
<u>Candidate Request for Tenure Review</u> for 2019	Thurs., Mar. 1, 2018
<u>Leave of Absence Requests</u> for Spring 2019	Thurs., Mar. 15, 2018
<u>Report and Recommendations</u> on Non-Tenured Faculty	Fri., Mar. 30, 2018
<u>Faculty Search Requests</u> to be Conducted in Fiscal Year 2018	Thurs., Mar. 1, 2018

Office of Academic Affairs

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