

TERM AND CONTINUING APPOINTMENTS STEPS

Steps	First-year appointment	Second-year appointment	Third-year appointment
Department Committee Starts evaluation as early as necessary			
Department Personnel Committee to department chair	December Third week	October Third week	March First week
Department chair to school Personnel Committee	January Fourth week	November First week	March Third week
School Personnel Committee to school dean	February First week	November Third week	April First week
School dean to provost	February Second week	November Fourth week	April Second week
Provost to president	February Third week	December First week	April Third week
President to faculty member Reply to president	March 1 10 days	Dec.15 10 days	May 1 * 10 days

In those instances where the renewal of term will result in a tenure decision, the various committees and offices should follow the same schedule as that for the second-or third-year appointment.

*This notice may be delayed if the NYS budget is delayed.