

# Combined Reporting Dates

[Combined Reporting Dates 2021-22 Excel Download](#)

TERM	PROCESS	PROCESS DESCRIPTION DETAIL (* denotes Provost Reporting Dates)	DUE TO: VPA AA	DUE TO: VPA Dean	*DUE TO: Provost Office
SUMMER	Teaching Load	Continue reviewing Faculty Load Work Sheets- processing PTI searches/hires, monitor course enrollments, preparing PTI letters	June-July	n/a	n/a
	Search/Hire	Should receive final decision from Provost on faculty search authorization requests to begin search process(position to begin August)	August 1, 2021	August 1, 2021	n/a
	Curriculum	College of Professional Studies(University College) Winterlude Course proposals: begin with department/school review, then College review, then submit to CPS via FREVVO(CPS deadline is 8/6/2021)	July 15, 2021	n/a	n/a
	Curriculum	College of Professional Studies (University College) Spring 2022 course offerings - deadline to submit FREVVO to CPS 8/6/2021	July 15, 2021	n/a	n/a
	Retirement	*Retiring (Retired) complete list of full-time faculty who have retired since May 9, 2021 or who are planning to retire by January 1, 2022. Note those faculty under review for emeritus status	September 1, 2021	September 15, 2021	September 24, 2021
FALL	Faculty Mentoring	List of first year faculty and their designated mentors (submit to Marie Garland)	September 25, 2021	October 1, 2021	October 15, 2021
	T&P	*Expedited Tenure and/or Promotion Dossiers Complete dossiers must be accompanied by biographies. If approved by the Vice Chancellor and Provost, these faculty will be presented to the Chancellor and then to the Board of Trustees at the November meeting. Applies to both current faculty and those with start dates of January 2022 or later.	September 1, 2021	September 15, 2021	October 1, 2021
	Curriculum	College of Professional Studies (University College) Summer 2022 Course Proposals: begin with department/school review, then College review, then submit to CPS (CPS deadline is 11/19/2021). VPA AA will notify department/school of approved courses by NOVEMBER 10.	November 1, 2021	n/a	n/a
	T&P	*Promotion/Tenure/Reappointment List of continuing faculty being considered for promotion and/or tenure or reappointment in academic year 2021-2022. For reappointment, includes third-year and non-tenure-track reappointment reviews.	September 18, 2021	September 25, 2021	November 5, 2021
	Curriculum	Course Syllabi for Fall 2021	September 25, 2021	n/a	n/a
	Curriculum	ALL Curriculum proposals must be to the SCC by DECEMBER 13. DEADLINE TO SUBMIT PROPOSALS FOR COLLEGE CURRICULUM REVIEW IS NOVEMBER 5.	Rotating with last submission on November 5, 2021	n/a	n/a
	Curriculum	Proposal to change program fees (if desired) to VPA Financial Affairs	September 25, 2021	n/a	n/a
	Curriculum	All courses and programs offered during SUMMER 2022 must be submitted to the SCC by OCTOBER 21	September 24, 2021	n/a	n/a
	Award Nomination	*Meredith Professor Award nominations	October 1, 2021	October 15, 2021	November 1, 2021
	Retirement	Names of faculty who start phased retirement the following fall semester	October 6, 2021	October 15, 2021	October 30, 2021
	Teaching Load	Changes to spring semester teaching assignments (revised faculty load assignment spreadsheets)	October 9, 2021	n/a	n/a
	LoA	*Leave of absence request for fall 2022 or academic year 2022-23	October 16, 2021	October 30, 2021	November 12, 2021
	Award Nomination	*Sienfeld Scholar nominations	October 15, 2021	November 1, 2021	December 2, 2021

Curriculum	All program proposals requiring NYSED approval must be to the SCC by NOVEMBER 18	ASAP	n/a	n/a
T&P	Promotion candidate's deadline for official application withdrawal in writing to the dean	October 23, 2021	October 23, 2021	October 30, 2021
T&P	*Promotion & Tenure Recommendations with Dossiers and Biographies for faculty completing regular tenure review and being presented to the Board of Trustees in May 2022	November 1, 2021	January 1, 2022	February 11, 2022
T&P	*Procedures for Reappointment, Tenure, and Promotion Review Submit revised versions or notification that no changes occurred since last submission. Include dates the document(s) were approved by the Appointments and Promotion committee, if applicable.			February 11, 2022
Academic Misc	SU Summer Abroad 2022 Proposals	December 1, 2021	n/a	n/a
Award Nomination	*Faculty Recognition Award nominations	December 3, 2021	December 19, 2021	January 18, 2022
Award Nomination	*The Chancellor's Citation of Excellence nominations submitted by faculty and staff	n/a	n/a	December 2, 2021
SPRING	Retirement *Retiring (Retired) complete list of full-time faculty who have retired since January 1, 2022 or who are planning to retire by January 1, 2023	January 1, 2022	January 15, 2022	February 4, 2022
Award Nomination	*Emeritus/a nominations for faculty retiring at end of spring 2022 semester or who are planning to retire by January 2023	January 15, 2022	January 29, 2022	February 4, 2022
Academic Misc	CV Updates for S21/F21	January 31, 2022	n/a	n/a
Curriculum	Course Syllabi for Spring 2022	January 29, 2022	n/a	n/a
Third Yr Review	Third-Year Review materials (preferably to your department in early December)	February 4, 2022	February 28, 2022	March 29, 2022
Annual Review	*Annual Report & Recommendations for non-tenured faculty whose contract WILL EXPIRE at the end of the 2021-2022 academic year and for whom reappointment or notice of non-reappointment is required	February 5, 2022	February 15, 2022	April 8, 2022
Annual Review	*Annual Report & Recommendations for non-tenured faculty whose contract will NOT EXPIRE at the end of the 2021-2022 academic year	March 15, 2022	April 1, 2022	May 6, 2022
Retirement	Phased retirement requests (to begin Spring 2022)	February 5, 2022	February 14, 2022	February 14, 2022
LoA	*Leave of Absence Requests - Spring 2023 semester	February 5, 2022	February 12, 2022	March 14, 2022
T&P	*Candidate's request for tenure/promotion review form(for faculty being considered in academic year 2022-2023)	February 12, 2022	February 19, 2022	March 5, 2022
T&P	*Expedited Tenure and/or Promotion Dossiers Complete dossiers must be accompanied by biographies. If approved by the Vice Chancellor and Provost, these faculty will be presented to the Chancellor and then to the Board of Trustees at the May meeting. Applies to both current faculty and those with start dates of August 2022 or later.			March 14, 2022

Award Nomination	VPA Faculty and Staff Excellence Awards (begin solicitation in February)	February 14, 2022	March 1, 2022	n/a
Search/Hire	*Requests for searches to be conducted for hiring in fiscal year 2023 with the start date no earlier than Fall 2022	2/15/2022 to 2/25/2022	February 15, 2022	March 31, 2022
VPA Committee	Election results for new CVPA Senators	February 26, 2022	February 26, 2022	n/a
Annual Review	PTI Performance Evaluations	March 5, 2022	March 15, 2022	n/a
Teaching Load	Faculty Load Work Sheets for the following academic year (including Winterlude and following Summer Sessions)	March 9, 2022	n/a	n/a
Search/Hire	New Faculty hiring proposals (after 5/1 AAUP requires notification of each hire from Provost)	March 15, 2022	April 1, 2022	April 15, 2022
Faculty Mentoring	Faculty Mentoring Plan for first-year TT faculty			May 15, 2022
Search/Hire	* Accepted Offers by faculty candidates intending to start August 22, 2022			July 29, 2022
VPA Committee	AY22/23 Faculty Council Representatives	May 1, 2022	n/a	n/a
Curriculum	Course Catalog Changes (*April 22 release catalog for changes, *May 3 all changes due to Senate Office-Kelly Bogart)	April 22, 2022	n/a	n/a
Search/Hire	Schools/Department heads submit faculty search authorization requests for AY23/24	May 1, 2022	May 15, 2022	June 1, 2022