

${\bf PERSONNEL\ ACTION-ACADEMIC\ EMPLOYEE}$

Part A: To be completed by the Academic Employee

1.	Name
2.	Title Highest Degree Earned
3.	Department
4.	Professional obligation: (check one) Calendar year Academic year
5.	Date of initial appointment to campus:
6.	Number of years of applicable service through the end of the current contract a) at SUNY Potsdam b) Credited prior service c) Total service
7.	Action requested: (Check all that apply and complete as required)
	Reappointment for year(s)
	Continuing appointment with an effective date of
	Chairperson reappointment foryear(s)
	Promotion and/or salary increase fromto
	☐ Sabbatical leave: ☐a) half year/full salary ☐b) full year/half salary
	Dates of requested leave fromto
	☐ Leave without salary ☐ Drescher Leave ☐ other leave
	Dates of requested leave from to
8.	NOTE:a) For reappointment, continuing appointment, and promotion an ACADEMIC FACULTY INFORMATION FORM and updated vita must be attached.
	b) For a leave request instructions are provided on page 2.
9.	Signature of Academic Employee Date

INSTRUCTIONS FOR LEAVE REQUEST

A. Sabbatical and other leaves with salary

Requests for sabbatical and other leaves with salary will be reviewed in accordance with the *Policies of the Board of Trustees* and the approved campus personnel policy statement.

1. Applicant

Attach a statement discussing the following points:

- a) the purpose and the objectives of the leave and how these will be met
- b) the preplanning involved in the proposed project
- c) the benefits to you, the department and the College if the leave is granted
- d) fellowships, grants-in-aid, or earned income you expect to receive during the period of leave
- e) the names of outside sources from whom you have tried to obtain funding for the project
- f) how the work of your leave will be evaluated in terms of the objectives listed

2. Department Chair

Attach a statement discussing the following points:

- a) an appraisal of the purpose, objectives and benefits of the leave as given by the applicant
- b) the manner in which the duties of the applicant will be covered should the leave be granted
- c) an appraisal of the evaluation process proposed
- d) your recommendation

B. Leave without salary

1. Applicant

Attach a statement giving the following information:

a) the purpose and the objectives of the leave and any benefits to you, the department and the College should the leave be granted

2. Department Chair

Attach a statement discussing the following:

- a) an appraisal of the purpose, objectives and benefits of the leave granted by the applicant
- b) the manner in which the duties of the applicant will be covered should the leave be granted
- c) your recommendation

Part B:	
10. <u>Action of the Personnel Committee of the Department or School</u> (include evidence of competence, relations with students, service to colleagues, research activity, other Univers pages if necessary. With respect to written recommendations pertaining to reappointment, shall be sent to the employee at the time it is prepared. Comments:	ity service, etc.) Attach additional
Signature of Personnel Committee Chair	Date
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12. <u>Recommendation of Dean</u> . Attach additional pages as necessary. With respect to written recommendations pertaining reappointment, a copy of the recommendation shall be sent to the employee at the time it is prepared. Comments:		
If recommending continuing appointment provide effective date:		
		
Signature of Dean 13. <i>Recommendation of Vice President/Provost</i> . Attach additional pages as necessary. With	Date h respect to written	
recommendations pertaining to reappointment, a copy of the recommendation shall be sent t prepared. Comments:	o the employee at the time it is	
Signature of Vice President/Provost	Date	
NOTE: When the appraisal is in consideration for reappointment, continuing appointment file shall be forwarded to the Office of Human Resources BEFORE the decision order that the academic employee being evaluated may have the opportunity to file a statement in response to any item contained therein.	n of the President is made, in	
14. <u>Decision of the President</u>		
☐ I Concur with the recommendation of the Vice President/Provost		
☐ I do NOT Concur with the recommendation of the Vice President/Provost		
Comments:		
President	Date	