



## MSUAASF Calendar Timelines

<i>No Later Than:</i>		
<i>Month</i>	<i>Day</i>	
July	N/A	N/A
August	N/A	N/A
September	1	Applications for PIF, Project Period 2 (October 1-December 30) due in HR. ASF Members will be notified of President's approval of PIF Award.
October		
November	1	MSUAASF seniority rosters will be posted.
December	1	Applications for PIF, Project Period 3 (January 1 - March 31) due in HR. ASF Members will be notified of President's approval of PIF Award.
January	31	Non-Renewal Notice – ASF Members may be non-renewed in second (2), third (3) or fourth (4 <sup>th</sup> ) appointment year of probation, written notice is due by January 31 to be effective June 30.
February	1	Sabbatical or retraining leave applications due to Director/Supervisor.
February	1-15	Sabbatical or retraining leave applications reviewed by Department Director or Dean.
February	15	Sabbatical or retraining leave applications and recommendations due in the appropriate Vice President's Office.
March	1	Applications for PIF, Project Period 4 (April 1-June 30) due in HR. ASF Members will be notified of President's approval of PIF award.
March	1	Sabbatical or retraining leave applications and recommendations are due in the President's office, from the appropriate Vice President.
March	1	Copies of sabbatical or retraining leave applications for individual departments/units along with a copy of the appropriate Vice President's recommendation to the President's designee, Director of Human Resources, for record keeping purposes.
March	15	Notification of sabbatical or retraining leaves awarded by the President.
April	1	Non-Renewal Notice – ASF Member may be non-renewed in first appointment year of probation with a three (3) month written notice due by April 1 to be effective on June 30.
May	1	ASF Member may be non-renewed in the first appointment year of probation with less than nine months, written notice is due by May 31 to be effective on June 30.
June	1	Applications for PIF, Project Period 1 (July 1-Sept 30) due to HR. ASF Members will be notified of President's approval of PIF award.
June	30	Each ASF Member will receive an Appointment Summary at the beginning of the fiscal year. This document is provided by the Office of Human Resources to the appropriate Vice President for their review and distribution to the ASF Member.