

Exhibit C

Personnel Procedure Summary Chart For NYIT Professional Staff other than Library Faculty

| Action | Timeline |
|---|------------------------|
| Deadline for the Chair of the relevant PEC to: (1) notify affected professional staff that their term contracts will expire and that they need to submit their electronic portfolios by the due date if they wish to be considered for reappointment or promotion, and (2) request the individual who supervises these professional staff members that he or she must evaluate the candidate and submit the evaluation by the due date. | March 15 |
| Professional staff who wish to be considered for promotion shall notify the Chair of the relevant PEC of this fact by this date. (Professional staff members may not apply for promotion unless they have met the requirements for promotion to the next rank.) | April 1 |
| The individual supervising the professional staff member must evaluate the candidate and submit his or her written evaluation to the relevant PEC and to the candidate by this date. | May 1 |
| Candidates seeking to be promoted must submit his/her electronic portfolio by this date. (No portfolios are required if reappointments are requested.) | September 15 |
| In the case of HEOP Counselors and Assistant Directors, the report of the PEC goes from the Chair of the PEC to the Associate Provost of Student Engagement and Development (SED) (with a copy to the candidate). | October 15 |
| If the Associate Provost, SED intention is to make a recommendation in any way different from the recommendation of the HEOP PEC, the Associate Provost shall advise the HEOP PEC of the specific reasons why his/her recommendation differs and discuss his/her differences with the HEOP PEC in an effort to resolve them. | December 14 |
| For HEOP Counselors and Assistant Directors, the report of the Associate Provost, SED goes to the Provost/Vice President for Academic Affairs (with a copy to the candidate). For all other professional staff members, the report of the relevant PEC goes to the applicable Vice President. | December 15 |
| The recommendation of the Provost or applicable Vice President goes to the President (with a copy to the candidate). | January 31* |
| Board of Trustees vote on President's recommendations. | March meeting |
| Professional staff members are notified of Board of Trustees decision. | No later than March 31 |

* Professional staff who are not reappointed and who have served less than two years serve only for the remainder of the academic year. Professional staff who are not reappointed and who are in their third year or beyond receive a one-year terminal appointment for the following academic year.