



"Jerri Schoof"
<jschoof@NOTES.CC.SUNYS
B.EDU>

08/01/2004 12:53 AM

To "Torre,F.Jason" <FTORRE@NOTES.CC.SUNYSB.EDU>

cc

bcc

Subject

Reminder for 03/04 Faculty Addendum

The deadline for the completion of the 03/04 Annual Addendum is August 15th. There will be no more editing allowed after that date. Please be certain that your addendum is in draft form. The Provost Office will then submit all the draft addenda in the database. Once the submission process is complete your 03/04 addendum will be officially submitted to your department chair, Dean and Provost. Thank you.