

### 2025 UUP Discretionary Award Schedule

Employee submission of self-nomination to Chair/Director by:	<b>Thursday, October 2, 2025</b>
Nomination forms submitted by Chairs and Directors to Deans and Associate VP's (if applicable) by:	Friday, October 10, 2025*
Recommendations submitted by Deans/Directors/Associate VP's to Provost/VP by:	Wednesday, October 15, 2025
Recommendations submitted by Provost/VP's/CIO to President by:	Monday, October 20, 2025
President sends final award list to HRM by:	Friday, October 24, 2025
Award letters sent to campus e-mail addresses by COB and preliminary roster prepared:	Friday, October 31, 2025
BSU level appeals deadline: **	Friday, November 7, 2025
Appeals decisions sent to campus e-mail addresses:	Wednesday, November 19, 2025
Payment of discretionary salary increases:	Wednesday, December 17, 2024

\*It is the responsibility of the Director or Associate VP to establish deadlines for intermediate supervisors who report to them.

\*\* Appeals must be submitted electronically to [uupdiscretionary@buffalostate.edu](mailto:uupdiscretionary@buffalostate.edu) (monitored by President's Office).