Sabbaticals: Processes, Timeline, Approvals

2023-24 Deadlines for FY25

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| Process | Deadline | Approvals | Notes |
| Application by candidate due to Dean. | Nov. 1\* |  |  |
| Dean-approved applications due to Provost. | Nov. 17 | Dean |  |
| Spreadsheet of recommended priorities created by Administrative Assistant. | Jan. 5 |  |  |
| Provost recommended priorities due to the President. | Jan. 12 | Provost |  |
| President approves recommendations to be presented to Board of Trustees (BOT), Teaching and Learning Committee as information. | Feb. 16 | President |  |
| Spreadsheet of approved candidates uploaded to BOT Book for April meeting by Administrative Assistant. | Two weeks prior to April BOT Meeting |  |  |
| Provost presents approved candidates to the Teaching and Learning Committee at April BOT Meeting. | April BOT Meeting |  |  |
| Post sabbatical report due to the Deputy Provost | Sept. 27, 2025 | Deputy Provost |  |

\***4.3431:** a. Persons eligible according to requirements in Section 4.3412 for a Standard Sabbatical must make application for sabbatical leave no later than November 1 of the year prior to the fiscal year in which the leave is to be taken.