

## Sabbaticals: Processes, Timeline, Approvals

2024-25 Deadlines for FY26

Process	Deadline	Approvals	Notes
Application by candidate due to Dean.	Nov. 1*		
Dean-approved applications due to Provost.	Nov. 15	Dean	
Spreadsheet of recommended priorities created by Administrative Assistant.	Jan. 3		
Provost recommended priorities due to the President.	Jan. 10	Provost	
President approves recommendations to be presented to Board of Trustees (BOT), Teaching and Learning Committee as information.	Feb. 14	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. 25, 2026	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.