

## Sabbatical Leaves Deadlines Fall 2022 – Spring 2025

### **FALL SEMESTER 2022**

Preparation of formal proposals by applicants (23/24)  
 Proposal Workshop (23/24)  
 Formal proposals signed by Dept. Chair (10% rule reviewed/exercised) (23/24)  
 Dept. approved proposals due to committee (23/24)  
 Committee review of proposals (23/24)  
 Deadline to withdraw proposals (23/24)  
 Last day for committee to notify alternates (23/24)  
 Last day for alternates to submit proposals (23/24)  
 Spring 2022 reports due to committee  
 Spring 2023 Promissory notes due  
 Committee recommendations of proposals to VP of Academic Affairs (23/24)  
 Committee recommendations of proposals to President/Board (23/24)  
**Board meeting for approval of proposals (23/24)**  
 Application period for 2024/2025 leaves begins

### **DUE DATES**

August 2022  
 August 22  
 September 9  
 September 9  
 9/12 – 10/26  
 September 21  
 September 28  
 October 12  
 October 19  
 October 20  
 October 28  
 November 21  
**December 13**  
 December 13

### **SPRING SEMESTER 2023**

Last day to file application form (24/25)  
 Last day to withdraw approved sabbatical leave (23/24)  
 List of applicants submitted to VPAA (24/25)  
 Fall 2022 reports due to committee  
 Committee review of Fall 22/Spring 23 reports  
 Initial ranking distributed to applicants, VPAA and appropriate VP  
 Challenges to ranking by applicants (24/25)  
 Final ranking distributed to applicants VPAA and appropriate VP (24/25)  
 Committee holds orientation meeting (24/25)  
 Fall 2023 Promissory Notes due  
 Committee sends final reports to VP of Academic Affairs  
 Proposal Workshop (24/25)  
 Proposal Workshop (24/25)  
**Board meeting for approval for final reports**  
 Committee notification of Board approved Sabbatical Reports

### **DUE DATES**

January 25  
 January 25  
 February 1  
 February 10  
 2/13 – 4/6  
 February 15  
 February 22  
 March 1  
 March 13  
 March 15  
 April 7  
 April 24  
 May 8  
**May 9**  
 May 10

### **FALL SEMESTER 2023**

Preparation of formal proposals by applicants (24/25)  
 Proposal Workshop (24/25)  
 Formal proposals signed by Dept. Chair (10% rule reviewed/exercised) (24/25)  
 Dept. approved proposals due to committee (24/25)  
 Committee review of proposals (24/25)  
 Deadline to withdraw proposals (24/25)  
 Last day for committee to notify alternates (24/25)  
 Last day for alternates to submit proposals (24/25)  
 Spring 2023 reports due to committee  
 Spring 2024 Promissory notes due  
 Committee recommendations of proposals to VP of Academic Affairs (24/25)  
 Committee recommendations of proposals to President/Board (24/25)

### **DUE DATES**

August 2023  
 August 28  
 September 8  
 September 8  
 9/11 – 10/27  
 September 22  
 September 29  
 October 13  
 October 20  
 October 23  
 October 30  
 November 22

**Board meeting for approval of proposals (24/25)**

Application period for 2025/2026 leaves begins

**December 12**

December 13

**SPRING SEMESTER 2024**

Last day to file application form (25/26)

Last day to withdraw approved sabbatical leave (24/25)

List of applicants submitted to VPAA (25/26)

Fall 2023 reports due to committee

Committee review of Fall 23/Spring 24 reports

Initial ranking distributed to applicants, VPAA and appropriate VP

Challenges to ranking by applicants (25/26)

Final ranking distributed to applicants VPAA and appropriate VP (25/26)

Committee holds orientation meeting (25/26)

Fall 2024 Promissory notes due

Committee sends final reports to VP of Academic Affairs

Proposal Workshop (25/26)

Proposal Workshop (25/26)

**Board meeting for approval for final reports**

Committee notification of Board approved Sabbatical Reports

**DUE DATES**

January 31

January 31

February 7

February 9

2/12 – 4/11

February 14

February 21

February 28

March 11

March 12

April 12

April 22

May 13

**May 14**

May 15

**FALL SEMESTER 2024**

Preparation of formal proposals by applicants (25/26)

Proposal Workshop (25/26)

Formal proposals signed by Dept. Chair (10% rule reviewed/exercised) (25/26)

Dept. approved proposals due to committee (25/26)

Committee review of proposals (25/26)

Deadline to withdraw proposals (25/26)

Last day for committee to notify alternates (25/26)

Last day for alternates to submit proposals (25/26)

Spring 2024 reports due to committee

Spring 2025 Promissory Notes Due

Committee recommendations of proposals to VP of Academic Affairs (25/26)

Committee recommendations of proposals to President/Board (25/26)

**Board meeting for approval of proposals (25/26)**

Application period for 2026/2027 leaves begins

**DUE DATES**

August 2024

August 26

September 13

September 13

Sept 16-Oct 25

September 27

September 30

October 14

October 18

October 21

October 30

November 25

**December 10**

December 11

**SPRING SEMESTER 2025**

Last day to file application form (26/27)

Last day to withdraw approved sabbatical leave (25/26)

List of applicants submitted to VPAA (26/27)

Fall 2023 reports due to committee

Committee review of Fall 24/Spring 25 reports

Initial ranking distributed to applicants, VPAA and appropriate VP

Challenges to ranking by applicants (26/27)

Final ranking distributed to applicants VPAA and appropriate VP (26/27)

Committee holds orientation meeting (26/27)

Fall 2025 Promissory Notes due

Committee sends final reports to VP of Academic Affairs

Proposal Workshop (26/27)

Proposal Workshop (26/27)

**Board meeting for approval for final reports**

Committee notification of Board approved Sabbatical Reports

**DUE DATES**

January 28

January 28

February 4

February 12

Feb 13 – Apr 4

February 18

February 25

March 3

March 10

March 11

April 15

April 28

May 12

**May 13**

May 14