

**Sabbatical Leaves Deadlines**  
**Fall 2023 – Spring 2026**

**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  
 Committee recommendations of proposals to VP of Academic Affairs (24/25)  
 Committee recommendations of proposals to President/Board (24/25)  
 24/25 Promissory Notes Due  
**Board meeting for approval of proposals (24/25)**  
 Application period for 2025/2026 leaves begins

**DUE DATES**

August 2023  
 August 28  
 September 8  
 September 8  
 Sep 11 – Nov 13  
 September 22  
 September 29  
 October 13  
 October 20  
 November 15  
 November 21  
 November 30  
**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 & Sp 23 reports (Sp 23 if applicable)  
 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)  
 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 30  
 January 30  
 February 2  
 February 9  
 2/12 – 4/8  
 February 14  
 February 21  
 March 1  
 March 11  
 April 12  
 April 22  
 May 13  
**May 14**  
 May 17

**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  
 Committee recommendations of proposals to VP of Academic Affairs (25/26)  
 Committee recommendations of proposals to President/Board (25/26)  
 25/26 Promissory Notes Due  
**Board meeting for approval of proposals (25/26)**  
 Application period for 2026/2027 leaves begins

**DUE DATES**

August 2024  
 August 26  
 September 6  
 September 6  
 Sept 9-Oct 28  
 September 13  
 September 20  
 October 11  
 October 18  
 November 1  
 November 8  
 November 29  
**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 2024 reports due to committee  
Committee review of Fall 24 & Sp 24 reports (Sp 24 if applicable)  
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)  
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 7  
Feb 10 – Apr 14  
February 18  
February 25  
March 3  
March 10  
April 17  
April 28  
May 12  
**May 13**  
May 16

### **FALL SEMESTER 2025**

Preparation of formal proposals by applicants (26/27)  
Proposal Workshop (26/27)  
Formal proposals signed by Dept. Chair (10% rule reviewed/exercised) (26/27)  
Dept. approved proposals due to committee (26/27)  
Committee review of proposals (26/27)  
Deadline to withdraw proposals (26/27)  
Last day for committee to notify alternates (26/27)  
Spring 2025 reports due to committee  
Last day for alternates to submit proposals (26/27)  
Committee recommendations of proposals to VP of Academic Affairs (26/27)  
Committee recommendations of proposals to President/Board (26/27)  
26/27 Promissory Notes Due  
**Board meeting for approval of proposals (26/27)**  
Application period for 2027/2028 leaves begins

### **DUE DATES**

August 2025  
August 25  
September 5  
September 5  
Sept 8 – Nov 10  
September 12  
September 19  
October 3  
October 10  
November 12  
November 19  
November 28  
**December 9**  
December 10

### **SPRING SEMESTER 2026**

Last day to file application form (27/28)  
Last day to withdraw approved sabbatical leave (26/27)  
List of applicants submitted to VPAA (27/28)  
Fall 2025 reports due to committee  
Committee review of Fall 25 & Sp 25 reports (Sp 25 if applicable)  
Initial ranking distributed to applicants, VPAA and appropriate VP  
Challenges to ranking by applicants (27/28)  
Final ranking distributed to applicants VPAA and appropriate VP (27/28)  
Committee holds orientation meeting (27/28)  
Committee sends final reports to VP of Academic Affairs  
Proposal Workshop (27/28)  
Proposal Workshop (27/28)  
**Board meeting for approval for final reports**  
Committee notification of Board approved Sabbatical Reports

### **DUE DATES**

January 27  
January 27  
February 3  
February 6  
Feb 9 – Apr 13  
February 17  
February 24  
March 3  
March 9  
April 15  
April 27  
May 11  
**May 12**  
May 18