

SABBATICAL LEAVE - Applicant Timeline

2021-2022

(Applications for 2022-2023 sabbatical leave)

Fall 2021

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| Monday, September 20 | <u>Notification of Intent</u> form for Sabbatical Leave due in Instructional Services Office |
| Thursday, September 23 | <u>Sabbatical Leave Workshop – 4:00 p.m. Room MD-322</u> |
| Friday, October 8 | Sabbatical Leave <u>Applications</u> due to Department Chair/Division Dean |
| Friday, October 15 | Sabbatical Leave <u>Applications</u> due to Division Dean |
| Monday, November 1 | Sabbatical Leave <u>Applications</u> with appropriate signatures due in Instructional Services |
| Friday, November 19 | Notice to applicants of any necessary revisions |

Spring 2022

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| Friday, April 8 (Salary Schedule Credit Only) | Agenda items: Fall 2021 reports, salary credit requests, sabbatical leave revisions, etc. for the final Sabbatical Leave Committee meeting of the year due in Instructional Services |
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SABBATICAL LEAVE - Reporting Timeline

2021-2022

(2020-21 reports)

Fall 2021

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| Monday, August 23 | Recommended date to submit Spring 2021 and Full Year 2020-2021 Sabbatical Leave <u>Reports</u> to Department Chair |
| Monday, August 30 | Recommended date to submit Spring 2021 and Full Year 2020-2021 Sabbatical Leave <u>Reports</u> to Division Dean |
| Tuesday, September 7 | Spring 2021 and full year 2020-21 Sabbatical Leave <u>Reports</u> due in Instructional Services |

Spring 2022

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| Friday, March 4 | Recommended date to submit Sabbatical Leave <u>Reports</u> for Fall 2021 to Department Chair |
| Friday, March 11 | Recommended date to submit Sabbatical Leave <u>Reports</u> for Fall 2021 to Dean |
| Monday, March 28 | Fall 2021 Sabbatical Leave <u>Reports</u> due in Instructional Services |
| Friday, April 8 (Salary Schedule Credit Only) | Agenda items: Fall 2021 reports, salary credit requests, sabbatical leave revisions, etc. for the final Sabbatical Leave Committee meeting of the year due in Instructional Services |