

SABBATICAL LEAVE COMMITTEE - 2021-2022

***Meeting Schedule and Timeline**

Until further notice, all meetings will be online.

All SLC meetings are @ 4 p.m., except for on 9/24 (day of the workshop). SLC will meet at 3 p.m. followed by the Workshop at 4 p.m.

Fall 2021

Monday, August 23	Sabbatical Leave Reports due to Department Chair
Monday, August 30	Sabbatical Leave Reports due to Division Dean
Wednesday, September 8	Spring 2021 and full year 2020-21 Sabbatical Leave Reports due in Instructional Services
*Thursday, September 16	<u>Sabbatical Leave Committee meeting Room AA-103</u> to review Spring 2021 and full year 2020-21 reports
Monday, September 20	Notification of Intent form due in Instructional Services
*Thursday, September 23	Sabbatical Leave Committee meeting 3 p.m. to complete review of Spring 2021 and full year 2020-21 reports (if needed), determine applicant point/priority list
	<u>Sabbatical Leave Workshop – 4:00 p.m. Online</u>
Thursday, Sep 30	Instructional Services completes verification of eligibility and determination of maximum allowable leaves
Friday, October 1	Forward approved Spring 2021 and full year 2020-21 Sabbatical Leave Reports to President (with Abstracts for Governing Board)
Approx. date – reminder to keep on track	
Friday, October 8	Sabbatical Leave Applications for 2022-23 due to Department Chair
Friday, October 15	Sabbatical Leave Applications for 2022-23 due to Division Dean
Monday, November 1	Sabbatical Leave Applications with appropriate signatures due in Instructional Services
Place in SharePoint as they arrive	
*Thursday, November 4	<u>Sabbatical Leave Committee meeting</u> to review 2022-23 Applications
*Thursday, November 18	<i>If needed,</i> <u>Sabbatical Leave Committee meeting</u> for further preliminary consideration of 2022-23 applications
Friday, November 19	Notice to applicants of any necessary revisions

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Friday, December 10 Revised 2022-23 applications due to Department Chair for review

Friday, December 17 Revised 2022-23 applications due to Division Dean for review

Spring 2022

Monday, January 24
(or sooner as requested by Sabbatical Leave Committee) Modifications due to Instructional Services, if requested by the Sabbatical Leave Committee; failure to submit the requested information by the due date is considered a withdrawal

*Thursday, February 10

Finalize Board Exhibit (Abstracts)

Sabbatical Leave Committee meeting for final consideration of Applications

Wednesday, February 16

Sabbatical Leave Applications submitted to President for review, along with spreadsheet documenting Number of leaves and total FTEF per department

Board Agenda Deadline is Feb. 28 +/-
MUST MAKE BOARD DEADLINE!

Friday, March 4
(spring break 3/28 – 4/1)

Recommended date to submit Sabbatical Leave Reports for Fall 2021 to Department Chair

Tuesday, March 8

Action on Sabbatical Leave Applications by Governing Board

Friday, March 11

Recommended date to submit Sabbatical Leave Reports for Fall 2021 to Division Dean

Monday, April 4

Fall 2021 Sabbatical Leave Reports due in Instructional Services

Friday, April 8

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

*Thursday, April 14

Reminder message to faculty in March

Sabbatical Leave Committee meeting to review Fall 2021 reports

*Thursday, April 21

Approx. date – reminder to keep on track

If needed, Sabbatical Leave Committee meeting

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*Thursday, April 28

Forward approved Fall 2021 Reports to President (with Abstracts for Governing Board)