

SABBATICAL LEAVE - Applicant Timeline

2022-2023

(Applications for 2023-2024 sabbatical leave)

Fall 2022

Monday, September 19	<u>Notification of Intent</u> form for Sabbatical Leave due in Instructional Services Office
Thursday, September 22	<u>Sabbatical Leave Workshop – 4:00 p.m. Online/Zoom</u>
Friday, October 7	Sabbatical Leave <u>Applications</u> due to Department Chair/Division Dean
Friday, October 14	Sabbatical Leave <u>Applications</u> due to Division Dean
Monday, October 31	Sabbatical Leave <u>Applications</u> with appropriate signatures due in Instructional Services
Friday, November 19	Notice to applicants of any necessary revisions

Spring 2023

Friday, April 7 (Salary Schedule Credit Only)	Agenda items: Fall 2022 reports, salary credit requests, sabbatical leave revisions, etc. for the final Sabbatical Leave Committee meeting of the year due in Instructional Services

SABBATICAL LEAVE - Reporting Timeline

2022-2023

(2021-22 reports)

Fall 2022

Monday, August 22	Recommended date to submit Spring 2022 and Full Year 2021-2022 Sabbatical Leave <u>Reports</u> to Department Chair
Monday, August 29	Recommended date to submit Spring 2022 and Full Year 2021-2022 Sabbatical Leave <u>Reports</u> to Division Dean
Wednesday, September 7	Spring 2022 and full year 2021-22 Sabbatical Leave <u>Reports</u> due in Instructional Services

Spring 2023

Friday, March 3	Recommended date to submit Sabbatical Leave <u>Reports</u> for Fall 2022 to Department Chair
Friday, March 10	Recommended date to submit Sabbatical Leave <u>Reports</u> for Fall 2022 to Dean
Friday, March 24	Fall 2022 Sabbatical Leave <u>Reports</u> due in Instructional Services
Friday, April 7 (Salary Schedule Credit Only)	Agenda items: Fall 2022 reports, salary credit requests, sabbatical leave revisions, etc. for the final Sabbatical Leave Committee meeting of the year due in Instructional Services