

## **SABBATICAL LEAVE COMMITTEE - 2022-2023**

### **\*Meeting Schedule and Timeline** **Meetings will be held in AA-103.**

All SLBV meetings are @ 4 p.m., except for on 9/22 (day of the workshop). SLC will meet at 3 p.m. followed by the Workshop at 4 p.m.

### **Fall 2022**

Monday, August 22	Sabbatical Leave Reports due to Department Chair
Monday, August 29	Sabbatical Leave Reports due to Division Dean
Wednesday, September 7	Spring 2022 and full year 2021-22 Sabbatical Leave Reports due in Instructional Services
*Thursday, September 15	<u>Sabbatical Leave Committee meeting Room AA-103</u> to review Spring 2022 and full year 2021-22 reports
Monday, September 19	Notification of Intent form due in Instructional Services
*Thursday, September 22	Sabbatical Leave Committee meeting 3 p.m. to complete review of Spring 2022 and full year 2021-22 reports (if needed), determine applicant point/priority list
<u>Sabbatical Leave Workshop – 4:00 p.m. Online</u>	
Thursday, Sep 29	Instructional Services completes verification of eligibility and determination of maximum allowable leaves
Friday, September 30	Forward approved Spring 2022 and full year 2021-22 Sabbatical Leave Reports to President (with Abstracts for Governing Board)
Approx. date – reminder to keep on track	
Friday, October 7	Sabbatical Leave Applications for 2023-24 due to Department Chair
Friday, October 14	Sabbatical Leave Applications for 2023-24 due to Division Dean
Monday, October 31	Sabbatical Leave Applications with appropriate signatures due in Instructional Services
Place in SharePoint as they arrive	
*Thursday, November 3	<u>Sabbatical Leave Committee meeting</u> to review 2023-24 Applications
*Thursday, November 17	<u><b>If needed,</b> Sabbatical Leave Committee meeting</u> for further preliminary consideration of 2023-24 applications
Friday, November 18	Notice to applicants of any necessary revisions

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Friday, December 9      Revised 2023-24 applications due to Department Chair for review

Friday, December 16      Revised 2023-24 applications due to Division Dean for review

### **Spring 2023**

Monday, January 23  
(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 9**

Finalize Board Exhibit (Abstracts)

Sabbatical Leave Committee meeting for final consideration of Applications

Wednesday, February 15

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 3  
(spring break 3/27 – 3/31)

Recommended date to submit Sabbatical Leave Reports for Fall 2022 to Department Chair

Tuesday, March 7

Action on Sabbatical Leave Applications by Governing Board

Friday, March 10

Recommended date to submit Sabbatical Leave Reports for Fall 2022 to Division Dean

Friday, March 24

Fall 2022 Sabbatical Leave Reports due in Instructional Services

Friday, April 7

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

**\*Thursday, April 13**

Reminder message to faculty in March

Sabbatical Leave Committee meeting to review Fall 2022 reports

**\*Thursday, April 20**

Approx. date – reminder to keep on track

**If needed, Sabbatical Leave Committee meeting**

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\*Thursday, April 27

Forward approved Fall 2022 Reports to President (with Abstracts for Governing Board)