

## **SABBATICAL LEAVE CALENDAR**

September 15:	Sabbatical Leave information sent to Faculty.
October 15:	Sabbatical requests due to Chairs.
November 6:	Chairs submit sabbatical requests, including a ranking of all proposals with comments, to Deans for distribution to Academic Affairs and School Reviewing Committees. Deans should send one copy of each proposal to Academic Affairs within one week.
December 11:	School Reviewing Committee submits evaluations of proposals to Deans.
January 15:	Deans submit ranked recommendations, with comments, to Provost.
February 15:	Provost consults with President and notifies faculty of sabbatical leave decisions.
March 15:	Applicant submits signed sabbatical agreement or notifies Provost in writing that sabbatical will not be taken.
Within 2 months of return from sabbatical:	Final report from faculty member including product