

**SABBATICAL LEAVE IMPORTANT DATES AND DEADLINES  
2024-2025**

<b><i>Applicants for Sabbatical Leave</i></b>	<b><i>Deadline*</i></b>
Applicants send intention to apply for sabbatical leave via email to either the Academic Department Chair/Head, Dean, and Senate Office. For Tenure-Track Librarians, they will email the Chair of the Libraries Personnel Committee and the Associate Provost for the Libraries. Email must be time-stamped by 5:00 PM to be considered for leave.	June 1
Dean/Associate Provost for the Libraries approves eligibility for sabbatical leave and sends list to Provost	August 1
Applicants deemed ineligible to apply for sabbatical leave by the Dean/Associate Provost for the Libraries submit appeal to the Provost's Office	September 1
Applicants submit digital draft application to the Department Committee (LPC for the Libraries) for structural and formatting compliance review of the proposal.	September 21
Department Committee (LPC for the Libraries) provides written feedback to the candidate to correct, if necessary, any structural, formatting, or other issues. See Appendix 1 for the requirements in the proposal structure. The Department Committee (LPC for the Libraries) also provides a written review of the merits of the proposal.	October 1
Applicants email a final corrected application based on the department committee review to the Dean /Associate Provost for the Libraries.	October 15
Applicants will receive a written evaluation from the Dean/Associate Provost for the Libraries	November 1
Digital applications for Sabbatical Leave with evaluative letters from Department (LPC for the Libraries) and Dean/Associate Provost for the Libraries submitted to University Senate Office	November 15
<b><i>University Senate Sabbatical Leave Committee</i></b>	<b><i>Deadline</i></b>
University Senate Sabbatical Leave Committee, in conjunction with the University Administration, will verify the eligibility of each candidate for sabbatical (i.e., dates of initial employment, last sabbatical leave).	September 15
University Senate Sabbatical Leave Committee will transmit written evaluations and recommendations to each one of the candidates. The review should be comprehensive, and both include and clearly justify the final Project Score. The written review should also include the final project rating.	February 1
The Committee will provide the Provost/Designee with copies of the digital application packets, the Department (LPC for the Libraries) and Dean/Associate Provost for the Libraries letters, the detailed evaluations letters submitted by the Senate to the faculty, the faculty response to review and project scoring (if any), the list of abstracts document, and a separate Excel file listing the project score and the project overall rankings in rank order.	February 15
<b><i>Provost or Designee</i></b>	<b><i>Deadline</i></b>
Provost/Designee notifies all applicants of final determinations regarding the sabbatical leave request	April 1

\* If the deadline is a weekend or holiday, the deadline will be 5 PM on the next business day.