

**2021-2022 SABBATICAL APPLICATION FOR FACULTY AND LIBRARIANS
TO BE TAKEN 2022-2023**

Friday, October 1 (on or before)

All tenured full-time faculty members and librarians who have served six (6) or more years prior to 2014 and those who have served seven (7) or more years as of 2014 at the College, may submit an application for one (1) or two (2) semesters of sabbatical leave. Digital applications must be submitted to the Dean and Interim College Librarian/Director, who shall make them accessible to the Unit Council for discussion and endorsement. The Dean and Interim College Librarian/Director shall verify the eligibility of applicants with Employee Relations.

Wednesday, October 13 (on or before)

The Unit Council for each respective school shall discuss and vote on sabbatical applications. The Dean and Interim College Librarian/Director shall advise applicants of the Unit Council vote.

Monday, October 18 (on or before)

The Dean and Interim College Librarian/Director shall make accessible the applications, along with the Unit Council's vote and his/her recommendation to the All-College Sabbatical Committee via the Office of Employee Relations.

Friday, November 19 (on or before)

The All-College Sabbatical Committee shall complete its review of the applications and make accessible the applications, all relevant documentation and recommendations to the Provost. (In the event the All-College Committee does not recommend a sabbatical award, the applicant must be notified in writing prior to the recommendation going to the Provost).

Friday, December 3 (on or before)

The Provost shall forward his/her recommendation to the President.

Friday, December 17 (on or before)

The President shall notify candidates of the sabbatical awards. (Pending BOT approval)

Monday, January 31 (Tentative)

BOT shall act on the President's recommendation for sabbaticals.