

**2023-2024 SABBATICAL APPLICATION FOR FACULTY AND LIBRARIANS  
TO BE TAKEN 2024-2025**

**2023**

**Friday, September 29, 2023 (on or before)**

All tenured full-time faculty members and librarians who have served six (6) or more years prior to 2017 and those who have served seven (7) or more years as of 2016 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, who shall make them accessible to the Unit Council for discussion and endorsement. The Dean shall verify the eligibility of applicants with Employee Relations.

**Wednesday, October 11, 2023 (on or before)**

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

**Wednesday, October 18, 2023 (on or before)**

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

**Friday, November 17, 2023 (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).

**Monday, December 4, 2023 (on or before)**

The Provost shall forward their recommendation to the President.

**Friday, December 15, 2023 (on or before)**

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

**2024**

**Monday, January 29, 2024 (Tentative)**

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