

**REVISED (9/22/2023)**

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

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

ER shall send an announcement to all Faculty about Sabbatical.

**October 1, 2023 (on or before)**

The President, through Employee Relations, notifies the faculty and Librarians of the total number of sabbatical semesters available.

**Friday, October 6, 2023 (on or before)**

Eligible faculty submit their intent to apply for a sabbatical in writing and communicate their intention to their Dean, their Unit Sabbatical Committee, ER, and their primary Convening Group.

**Note:** Upon receipt of the Faculty's intent to apply for a sabbatical, ER will check eligibility, and if eligible, create an e-Binder in Google drive for the upload of the sabbatical application and supporting documentation.

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

All faculty members requesting Sabbatical shall submit a **digital application to their Dean**, who shall share it with their Convener, primary Convening Group, and their Unit Sabbatical Committee. The application must also be uploaded to the Google e-Binder by the applicant.

**Note:** The application must include *all* documentation per the Sabbatical Checklist and be formatted in accordance with the submission guidelines provided by the ER.

**Monday, October 16, 2023 (on or before)**

**The following four (4) steps (d-h) from the Faculty Handbook may occur concurrently or in sequence, but shall be completed by October 27, 2023.**

- d. The Dean, in writing, either affirms the eligibility of the applicant for sabbatical vis a vis fulfillment of terms of past awards and fulfillment of professional responsibilities in the areas of teaching, scholarship, and service or documents the area of concern. The Dean sends a letter endorsing (or not) the application to the ACSC, the Unit Sabbatical Committee, and the applicant.
- e. The Convener forwards the application to the full primary Convening Group of the applicant, except for the applicant, for review. The Convening Group determines by yes-or-no vote the Merit and Feasibility of the proposed sabbatical project. Applications are not ranked.

- f. The Convener sends a letter with a record of the vote (yes or no by simple majority), briefly explaining their rationale, to the Unit Sabbatical Committee. Deliberations of the Convening Group are confidential. No applicant for sabbatical can be present during the discussion of any sabbatical application, nor may they vote.
- g. The Unit Sabbatical Committee shall conduct a preliminary review of each sabbatical application for completeness (using the Sabbatical Application Checklist) and inform the applicant if any required information/components is/are missing and/or if the application is non-compliant with required formatting. This should be done in a timely manner so the application can be corrected and submitted by the established calendar deadline.
- h. Unit Sabbatical Committee sets a final date for receipt of a completed application including anything missing and the Convening Group letter, giving the applicant sufficient time to make changes and allowing for sufficient time for final review by the Unit Sabbatical Committee.

**Wednesday, November 1, 2023 (on or before)**

The Unit Sabbatical Committee notifies each applicant and their Dean of the Committee's decision and rationale in writing.

**Friday, November 17, 2023 (on or before)**

The All-College Sabbatical Committee (ACSC) 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 his/her recommendation to the President.

**Friday, December 15, 2024 (on or before)**

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

**2024**

**Monday, January 29, 2023 (Tentative)**

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