

SABBATICAL APPLICATION PROCESS

- Sabbatical applications must be submitted on the Sabbatical/Graduate Study Leave Application form and are due to the immediate supervisor (department chair/dean) by **JULY 1, fourteen (14) months before the academic year in which the leave is requested.**
 - The immediate supervisor will send copies of the sabbatical request to the appropriate dean, Vice President for Academic Affairs and the Chair of the Sabbatical Board of Review (Dean Ruth Sullivan) by **THE SECOND FRIDAY IN SEPTEMBER.**
- The Chair of the Sabbatical Board of Review will:
 - check with HR to determine the applicants' are eligibility for a leave;
 - send copies of the applications sent to the Sabbatical Board Members by the **THIRD WEEK OF SEPTEMBER;**
 - convene the Sabbatical Board of Review to review applications **BEFORE NOVEMBER 1.**
- The Sabbatical Board of Review will submit recommendations to the President before **FEBRUARY 1.**
- The President will review the board's recommendations and announce approvals by **FEBRUARY 14.**

QUALIFICATIONS FOR SABBATICAL LEAVE

- Faculty must serve full-time for at least 6 years, have the rank of assistant professor, and be tenured;
- Applications must be submitted **BY JULY 1 fourteen (14) months before the academic year in which the leave is requested.**

TIMELINE

APPLICATIONS DUE TO IMMEDIATE SUPERVISOR (DEAN/CHAIR)	APPLICATIONS DUE TO SABBATICAL BOARD OF REVIEW	AY IN WHICH LEAVE WILL BE TAKEN	LEAVES ANNOUNCED
July 1, 2016		AY 17/18	February 2017
July 1, 2017	Friday, September 8, 2017	AY 18/19	February 2018
July 1, 2018	Friday, September 14, 2018	AY 19/20	February 2019
July 1, 2019	Friday, September 13, 2019	AY/20/21	February 2020

NOTE: IF THE APPLICATION FOR SABBATICAL IS DISAPPROVED AT ANY STAGE, THE APPLICANT SHALL BE NOTIFIED IMMEDIATELY.

- *All procedures, timelines and criteria comply with Article V (Sabbatical Leave) of the CCRIFA agreement.*