

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 (Barbara Nauman, Dean of Business, Science, Technology & Math) 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.

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, 2022	Friday, September 09, 2022	AY 23/24	February 2023
July 1, 2023	Friday, September 08, 2023	AY 24/25	February 2024
July 1, 2024	Friday, September 13, 2024	AY 25/26	February 2025
July 1, 2025	Friday, September 12, 2025	AY 26/27	February 2026

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.*