

## Sabbatical Leave Approval Process Timeline for 2024-2025

### September 2023

September 15 Provost sends call out reminder for sabbaticals

### November 2023

November 10 Eligible faculty submit 2024-2025 sabbatical leave requests to the Chair of the Department Personnel Committee (DPC) or Library Personnel Committee (LPC). Forms are available on the Human Resources and Academic Affairs websites

### December 2023

December 1 DPC/LPC Chair submits ballots and cover letter to Department Chair/Director  
December 8 Spring 2023 sabbatical reports due to department chair (upload in Digital Measures)  
December 15 Chairs/Directors recommend sabbatical leaves to Deans/Directors

### January 2024

January 12 Dean/Director recommends sabbatical leaves to Provost

### February 2024

February 14 Provost recommends sabbatical leaves to President

### March 2024

March 5 President notifies faculty of sabbatical decisions

### May 2024

May 10 Fall 2023 sabbatical reports due to department chair (upload in Digital Measures)