

**2024-2025 SABBATICAL APPLICATION FOR FACULTY AND LIBRARIANS
TO BE TAKEN 2025-2026**

Friday, September 27, 2024 (on or before)

ER shall send an announcement to all faculty about Sabbatical: All tenured full-time faculty members and librarians who, as of June 30, 2024, have completed a period of six (6) or more years at the College and who have fulfilled all professional responsibilities in the areas of service, teaching, and scholarship and have fulfilled the terms of past awards shall be eligible to apply for a sabbatical leave for one (1) or two (2) semesters. Sabbatical leaves are granted no more frequently than once every seven (7) years to each faculty member who is eligible for sabbatical.

October 1, 2024 (on or before)

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

Friday, October 4, 2024 (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 9, 2024 (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 21, 2024 (on or before)

The Convening Group reviews the applications and determines by yes-or-no vote. 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.

Friday, October 25, 2024 (on or before)

The Unit Sabbatical Committee evaluates each application against the Sabbatical criteria and forward only applications that have received a majority yes vote on all criteria to the Dean.

Wednesday, November 6, 2024 (on or before)

The Dean, in writing, either affirms the eligibility of the applicant for sabbatical based on the 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.

Friday, November 15, 2024 (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 2, 2024 (on or before)

The Provost shall forward his/her recommendation to the President.

Friday, December 13, 2024 (on or before)

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

2025

Monday, January 27, 2025 (Tentative)

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