

SABBATICAL LEAVE AND LEAVE WITHOUT PAY

Process during FY2025 for awards to be granted FY2026

Second Friday of March March 8, 2024	First call for sabbatical leave requests for the second subsequent academic year
Second Friday of April April 12, 2024	Second call for sabbatical leave requests
Last day of Spring semester May 10, 2024	Faculty members considering sabbatical leave are encouraged, but not required, to file a notification of intent with their departmental chairperson or school director
First Friday of September September 6, 2024	Sabbatical leave applications due to departmental chairperson or school director
Third Friday of September September 20, 2024	Sabbatical leave requests forwarded to college dean
First Friday of October October 4, 2024	Sabbatical leave requests forwarded to Faculty Affairs Committee
Third Friday of October October 18, 2024	Requests forwarded to the Provost and Vice President for Academic Affairs
Second Friday of November November 8, 2024	Requests forwarded to the President
Monday prior to Thanksgiving November 25, 2024	Final notification of action from President to faculty member

Emergency leaves without pay are not subject to this timeline.