

Sabbatical/Professional Development Leave Timeline – 2022-2023

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|---------------------|--|--|--|---|--|--|---|---|--|
| Provost issues call | Faculty notified of application deadline | Applications submitted to Department Chair or equivalent | Chair's evaluation and/or endorsement submitted to Library HR with application | HR forwards applications to S/PDL Committee | S/PDL Committee submits evaluation of applications to Dean | Dean makes final decisions / consults with committee | Dean provides list with names and types of leave recommended to Assoc Provost | Dean notifies applicants of award decisions | Faculty notifies Chair and the Dean whether accepts or declines sabbatical |
| 9/28/2021 | 10/1/2021 | 10/15/2021* | 11/2/2021 | 11/5/2021 | 11/22/2021 | 12/3/2021 | By 12/8/2021* | By 1/15/2022* | By 1/31/2022* |

*dates provided by the University