Sabbatical Leaves Deadlines
Fall 2024 – Spring 2027

FALL SEMESTER 2024	**DUE DATES**
Preparation of formal proposals by applicants (25/26)	August 2024
Proposal Workshop (25/26)	August 26
Formal proposals signed by Dept. Chair (10% rule reviewed/exercised) (25/26)	September 6
Dept. approved proposals due to committee (25/26)	September 6
Committee review of proposals (25/26)	Sept 9-Oct 28
Deadline to withdraw proposals (25/26)	September 13
Last day for committee to notify alternates (25/26)	September 20
Last day for alternates to submit proposals (25/26)	October 11
Spring 2024 reports due to committee	October 18
Committee recommendations of proposals to VP of Academic Affairs (25/26)	November 1
Committee recommendations of proposals to President/Board (25/26)	November 8
25/26 Promissory Notes Due	November 29
Board meeting for approval of proposals (25/26)	**December 10**
Application period for 2026/2027 leaves begins	December 11

SPRING SEMESTER 2025	**DUE DATES**
Last day to file application form (26/27)	January 28
Last day to withdraw approved sabbatical leave (25/26)	January 28
List of applicants submitted to VPAA (26/27)	February 4
Fall 2024 reports due to committee	February 7
Committee review of Fall 24 & Sp 24 reports (Sp 24 if applicable)	Feb 10 – Apr 14
Initial ranking distributed to applicants, VPAA and appropriate VP	February 18
Challenges to ranking by applicants (26/27)	February 25
Final ranking distributed to applicants VPAA and appropriate VP (26/27)	March 3
Committee holds orientation meeting (26/27)	March 10
Committee sends final reports to VP of Academic Affairs	April 17
Proposal Workshop (26/27)	April 28
Proposal Workshop (26/27)	May 12
Board meeting for approval for final reports	**May 13**
Committee notification of Board approved Sabbatical Reports	May 16

FALL SEMESTER 2025	**DUE DATES**
Preparation of formal proposals by applicants (26/27)	August 2025
Proposal Workshop (26/27)	August 25
Formal proposals signed by Dept. Chair (10% rule reviewed/exercised) (26/27)	September 5
Dept. approved proposals due to committee (26/27)	September 5
Committee review of proposals (26/27)	Sept 8 – Nov 10
Deadline to withdraw proposals (26/27)	September 12
Last day for committee to notify alternates (26/27)	September 19
Spring 2025 reports due to committee	October 3
Last day for alternates to submit proposals (26/27)	October 10
Committee recommendations of proposals to VP of Academic Affairs (26/27)	November 12
Committee recommendations of proposals to President/Board (26/27)	November 19
26/27 Promissory Notes Due	November 28
Board meeting for approval of proposals (26/27)	**December 9**
Application period for 2027/2028 leaves begins	December 10

SPRING SEMESTER 2026	**DUE DATES**
Last day to file application form (27/28)	January 27
Last day to withdraw approved sabbatical leave (26/27)	January 27
List of applicants submitted to VPAA (27/28)	February 3
Fall 2025 reports due to committee	February 6
Committee review of Fall 25 & Sp 25 reports (Sp 25 if applicable)	Feb 9 – Apr 13
Initial ranking distributed to applicants, VPAA and appropriate VP	February 17
Challenges to ranking by applicants (27/28)	February 24
Final ranking distributed to applicants VPAA and appropriate VP (27/28)	March 3
Committee holds orientation meeting (27/28)	March 9
Committee sends final reports to VP of Academic Affairs	April 15
Proposal Workshop (27/28)	April 27
Proposal Workshop (27/28)	May 11
Board meeting for approval for final reports	**May 12**
Committee notification of Board approved Sabbatical Reports	May 18

FALL SEMESTER 2026	**DUE DATES**
Preparation of formal proposals by applicants (27/28)	August 2026
Proposal Workshop (27/28)	August 24
Formal proposals signed by Dept. Chair (10% rule reviewed/exercised) (27/28)	September 4
Dept. approved proposals due to committee (27/28)	September 4
Committee review of proposals (27/28)	Sept 14-Nov 9
Deadline to withdraw proposals (27/28)	September 14
Last day for committee to notify alternates (27/28)	September 21
Last day for alternates to submit proposals (27/28)	October 13
Spring 2026 reports due to committee	October 16
Committee recommendations of proposals to VP of Academic Affairs (27/28)	November 12
Committee recommendations of proposals to President/Board (27/28)	November 20
27/28 Promissory Notes Due	November 30
Application period for 2028/2029 leaves begins	December 1
Board meeting for approval of proposals (27/28)	**December 8**

SPRING SEMESTER 2027	**DUE DATES**
Last day to file application form (28/29)	January 27
Last day to withdraw approved sabbatical leave (27/28)	January 27
List of applicants submitted to VPAA (28/29)	February 2
Fall 2026 reports due to committee	February 5
Committee review of Fall 26 & Sp 26 reports (Sp 26 if applicable)	Feb 8– Apr 12
Initial ranking distributed to applicants, VPAA and appropriate VP	February 17
Challenges to ranking by applicants (28/29)	February 24
Final ranking distributed to applicants VPAA and appropriate VP (28/29)	March 3
Committee holds orientation meeting (28/29)	March 8
Committee sends final reports to VP of Academic Affairs	April 15
Proposal Workshop (28/29)	April 26
Proposal Workshop (28/29)	May 10
Board meeting for approval for final reports	**May 11**
Committee notification of Board approved Sabbatical Reports	May 18