

**2020-2021 Applications for
Sabbatical or DIP during 2020-2021**

**Due Date /
Complete By**

Provide eligibility lists to Colleges	8/3/2020
Department chairs submit memo that 1) declares recommendation intent for all reviews - independent or participate in peer review committee; and 2) certifies <u>election</u> of department committee members.	9/11/2020
Faculty Member: Deadline to request a case to apply for Sabbatical or DIP (mid-night)	9/25/2020*
Faculty Member: Sabbatical or DIP case submitted to Department	9/25/2020*
<p>Department Review</p> <p>1) Department Review Committee and Department Chair (if Department Chair is not separate recommendation): Deadline to complete recommendation, statement regarding possible effects on curriculum and operation, and complete the recommendation form.</p> <p>2) Department Chair: (or Committee Chair if not making a separate recommendation): Deadline to share recommendation(s) and form(s) with candidate. Then forward case to the College Committee.</p>	10/9/2020*
<p>College Review Committee</p> <p>1) Deadline to complete recommendation and complete the recommendation form.</p> <p>2) Deadline to share comments and forms with candidate.</p> <p>3) Then forward case to the Dean.</p>	11/6/2020*
<p>Dean's decision:</p> <p>1) Deadline to complete decisions and decision form.</p> <p>2) Share decision with the faculty member.</p> <p>3) Forward case to Faculty Affairs for counts.</p>	11/27/2020*
Faculty Affairs: reports to Provost if the target Sabbatical number was met. If target was not met, cases are forwarded to the Senate Research Committee.	11/30/2020
Senate Research Committee: If needed, completes rank form for each case forwarded.	2/5/2021**

*Revised dates due to Interfolio intermittent outages.

** Updated Senate Reserach Committee deadline on 12/21/2020