

**2021-2022 Applications for
Sabbatical or DIP during 2022-2023**

Due Date and Time

Faculty Affairs: Provide eligibility lists to Colleges	Fri, Aug 6, 2021 11:59 PM
Department chairs submit memo to the Dean 1) declares recommendation intent for all reviews; and 2) certifies <u>election</u> of department committee members.	Fri, Sep 10, 2021 11:59 PM
Faculty Member: Deadline to request a case to apply for Sabbatical or DIP	Thu, Sep 16, 2021 11:59 PM
Faculty Member: 1) Sabbatical or DIP case submitted 2) All sections and application are submitted	Sun, Sep 19, 2021 11:59 PM
Department level deadline: 1) Department Review Committee: complete recommendation statement and form. 2) Department Chair: complete statement regarding possible effects on curriculum and operation. 3) Department Level: share recommendation(s) and form(s) with candidate. 4) Department Level: forward case to the College Committee.	Mon, Oct 18, 2021 5:00 PM
College review committee deadline: 1) Recommendation and recommendation form 2) Share recommendation and form with candidate 3) Forward case to the Dean.	Mon, Nov 15, 2021 5:00 PM
Dean's decision deadline: 1) Complete decisions and decision form. 2) Share decision with the faculty member. 3) Forward case to Faculty Affairs for counts.	Fri, Dec 3, 2021 5:00 PM
Faculty Affairs: 1) Reports to Provost if the target Sabbatical number was met. 2) If target was not met, cases are forwarded to the Senate Research Committee.	Thu, Dec 9, 2021 11:59 PM
Senate Research Committee deadline: 1) If needed, completes rank form for each case 2) Provide rank order summary to the Provost via Faculty Affairs	Fri, Feb 4, 2022 5:00 PM

If dates fall on a holiday, feel free to take action the day before.

*Revised dates