

**2019-2020 Applications for
Sabbatical or DIP during 2020-2021**

**Due Date /
Complete By**

Faculty Affairs	Provide eligibility lists to Colleges	9/4/2019
Chairs	Recommended Date: 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.	9/11/2019
Faculty Member	Paid Professional Application submitted to Department	10/14/2019
Department Professional Leave Committee	Recommendation to Candidate	11/1/2019
Department Chair	Chair Recommendation to Candidate if making a separate recommendation.	11/1/2019
Department Chair	Statement regarding possible effect on curriculum and operation added to recommendation(s) and application.	11/1/2019
Department Chair	Forward recommendation(s), statement, and application for each faculty to College/Dean	11/1/2019
Faculty Member	Faculty not recommended or low ranking by the department may request 30 minute interview with College Committee. These meetings should be completed before this date.	11/22/2019
School/College Professional Committee	Forward to Dean rank-ordered lists of meritorious applications for each: semester sabbatical requests; full-year sabbatical requests; DIP requests.	11/22/2019
School/College Professional Committee	Notify each applicant of: a) committee's recommendation to Dean; b) rank-order of the proposal; and c) reason for ranking and recommendation.	11/22/2019
Faculty Member	Faculty not recommended or low ranking by the College Committee may request 30 minute interview with the Dean. These meetings should be completed before this date.	12/11/2019
Dean	Notify each applicant of decision and reason for the decision. For approvals, include conditions imposed on the leave (if any.)	12/11/2019
Dean	Forward copy of decision letter to Faculty Affairs. Keep applications materials in PAF.	12/16/2019
Faculty Affairs	Prepare list and counts to determine if an additional review level is needed.	12/20/2019
Faculty Affairs	If required, forward applications denied for rank-order to Senate Research Committee for review and rank-order.	1/16/2020
Senate Research Committee	Forwards rank-order list to Provost.	2/7/2020
Faculty Member	Prior to appeal, the faculty member shall meet with the dean. The dean shall send a letter to the Provost stating the meeting was held.	2/7/2020
Faculty Member	Deadline to appeal if dean's decision is in disagreement with department or college recommendations. Appeal to the Provost.	2/10/2020
Faculty Member	May request a 30 minute interview with the Provost to present his/her arguments. These interviews should be completed before this date.	2/21/2020
Provost (only for appeals and Univ Committee.)	If Senate Research Committee rank-ordered or if appeals were heard, final decisions and notices issued.	3/2/2020