### 2022-2023 Applications for Sabbatical or DIP during 2023-2024

| **Faculty Affairs:** Provide eligibility lists to Colleges | Thu, Aug 25, 2022 |
| **Department chairs** submit memo to the Dean  
1) declares recommendation intent for all reviews; and  
2) certifies election of department committee members. | Tue, Sep 6, 2022 |
| **Faculty Member:**  
Deadline to request a case to apply for Sabbatical or DIP | Thu, Sep 15, 2022 11:59 PM |
| **Faculty Member:**  
1) Sabbatical or DIP case submitted  
2) All sections and application are submitted | Sun, Sep 25, 2022 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. | Fri, Oct 28, 2022 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. | Fri, Nov 18, 2022 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. | Mon, Dec 12, 2022 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. | Fri, Dec 16, 2022 |
| **Senate Research Committee deadline:**  
1) If needed, completes rank form for each case  
2) Provide rank order summary to the Provost via Faculty Affairs | Mon, Feb 6, 2023 |

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