

**2023-2024 Applications for  
Sabbatical or DIP during 2024-2025**

**Due Date and Time**

<b>Faculty Affairs:</b> Provide eligibility lists to Colleges	Fri, Aug 25, 2023
<b>Department chairs</b> submit memo to the Dean 1) declares <b>recommendation</b> intent for all reviews; and 2) certifies <b>election</b> of department committee members.	Tue, Sep 5, 2023
<b>Faculty Member:</b> Recommended last date to request a case to apply for Sabbatical or DIP	Fri, Sep 15, 2023 11:59 PM
<b>Faculty Member:</b> 1) Sabbatical or DIP case submitted 2) All sections and application are submitted	Mon, Sep 25, 2023 11:59 PM
Department level deadline: 1) <b>Department Review Committee:</b> complete recommendation statement and form. 2) <b>Department Chair:</b> complete statement regarding possible effects on curriculum and operation. 3) <b>Department Level:</b> share recommendation(s) and form(s) with candidate. 4) <b>Department Level:</b> forward case to the College Committee.	Fri, Oct 27, 2023 5:00 PM
<b>College review committee deadline:</b> 1) Recommendation and recommendation form 2) Share recommendation and form with candidate 3) Forward case to the Dean.	Fri, Nov 17, 2023 5:00 PM
<b>Dean's decision deadline:</b> 1) Complete decisions and decision form. 2) Share decision with the faculty member. 3) Forward case to Faculty Affairs for counts.	Mon, Dec 11, 2023 5:00 PM
<b>Faculty Affairs:</b> 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 15, 2023
<b>Senate Research Committee deadline:</b> 1) If needed, completes rank form for each case 2) Provide rank order summary to the Provost via Faculty Affairs	Mon, Feb 5, 2024

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

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\*Revised dates