

**FULL-TIME FACULTY LEAVES TIMELINE\***  
**Office of Academic Affairs**  
**2009-10**

Updated: February 2, 2009

Faculty members should consult Section 12 Professional Development Policies  
in the Faculty Handbook

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**Sabbatical Leaves**

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| May 1, 2009                               | Faculty member notifies Chair and Dean of intent to apply for sabbatical leave in 2009-10.                                      |
| September 15                              | Sabbatical leave applications due to DPTCs.   |
| October 10                                | Sabbatical leave reports due to Chair and Dean for Spring 2008 sabbatical leaves.   |
| October 15                                | DPTCs recommendations to Chairs.  |
| November 1                                | Chairs recommendations to Deans.  |
| November 15                               | Deans recommendations to VPAA.  |
| Before December Board of Trustees meeting | VPAA recommendations to President and application materials to Academic and Student Affairs Committee of the Board of Trustees. |
| December                                  | Board of Trustees votes on applications.  |
| February 22, 2010                         | Sabbatical leave reports due to Chair and Dean for Fall 2009 sabbatical leaves.   |
| May 1                                     | Faculty member notifies Chair and Dean of intent to apply for sabbatical leave in 2009-10.                                      |

**Pre-Tenure Leaves**

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| May 1, 2009 | Faculty member notifies Chair and Dean of intent to apply for pre-tenure leave in 2009-10. |
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| October 10                                   | Pre-tenure leave reports due to Chair and Dean for Spring 2008<br>Pre-tenure leaves.  |
| November 15                                  | Pre-tenure leave applications due to Chairs.  |
| December 15                                  | Chairs recommendations to Deans.  |
| February 1, 2010                             | Deans recommendations to VPAA.  |
| February 22                                  | Pre-tenure leave reports due to Chair and Dean for Fall 2009<br>pre-tenure leaves.  |
| Before March<br>Board of Trustees<br>meeting | VPAA recommendations to President and application<br>materials to Academic and Student affairs Committee of the<br>Board of Trustees. |
| March  | Board of Trustees votes on applications.  |
| May 1  | Faculty member notifies Chair and Dean of intent to apply for<br>pre-tenure leave in 2010-11.   |

NOTE: Professional, Administrative, Special, and other leaves do not follow an established timeline and are considered at the time of application.

\* If deadline dates fall on a weekend or holiday, the deadline will be the next business day