

FULL-TIME FACULTY LEAVES TIMELINE*
Office of Academic Affairs
2010-11

Updated: August 4, 2009

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

Sabbatical Leaves

May 1, 2010	Faculty member notifies Chair and Dean of intent to apply for sabbatical leave in academic year 2010-11.
September 15	Sabbatical leave applications due to DPTCs.
October 11	Sabbatical leave reports due to Chair, Dean and Academic Affairs for Spring 2010 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 21, 2011	Sabbatical leave reports due to Chair and Dean for Fall 2010 sabbatical leaves.
May 1	Faculty member notifies Chair and Dean of intent to apply for sabbatical leave in 2010-11.

Pre-Tenure Leaves

May 1, 2010	Faculty member notifies Chair and Dean of intent to apply for pre-tenure leave in 2010-11.
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October 10	Pre-tenure leave reports due to Chair, Dean and Academic Affairs for Spring 2010 Pre-tenure leaves.
November 15	Pre-tenure leave applications due to Chairs.
December 15	Chairs recommendations to Deans.
February 1, 2011	Deans recommendations to VPAA.
February 21	Pre-tenure leave reports due to Chair, Dean and Academic Affairs for Fall 2010 pre-tenure leaves.
Before March Board of Trustees meeting	VPAA recommendations to President and application materials to Academic and Student affairs Committee of the Board of Trustees.
March	Board of Trustees votes on applications.
May 1	Faculty member notifies Chair and Dean of intent to apply for pre-tenure leave in 2011-12.

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