

Sabbatical Reporting and Application Process

AY 2016/2017

- **August 29, 2016¹** *Submit sabbatical report to the Office of Academic Affairs*

- **September 16, 2016** Submission of Sabbatical Application to Department chair

- **September 30, 2016** Recommendation of Department Chair forwarded to Sabbatical Committee

- **October 21, 2016** Recommendations of Sabbatical Committee forwarded to Dean

- **November 7, 2016** Recommendations of Dean forwarded to Vice President for Academic Affairs

- **December, 2016** Recommendations of VPAA forwarded to President

- **January, 2017** Notification of Sabbatical Leave Awards

¹ Only for those who were awarded Sabbatical leave for the 2015/2016 AY