Process for Submitting Sabbatical Leave Requests for Consideration

On or about August 15, the Provost’s assistant will send an email to all Academic Faculty informing them of the process and timeline of requesting a sabbatical leave for the following academic year.

Faculty requesting a sabbatical leave will then share the following with his/her relevant Department / School members, who will review the sabbatical leave request:

- Cover Sheet for Sabbatical Leave Application,
- Full Proposal – 3-5 pages,
- Current Curriculum Vitae,
- Supporting Documents Related to Proposal (if applicable), and
- Report from Last Sabbatical or Other Leave (if applicable).

The Department Chair / School Dean will prepare a letter reporting the Department’s / School’s recommendation, which should include both

- an explanation of how it will increase the candidate’s value to the department/school and institution, and
- an explanation of how the department / school will cover the classes ordinarily taught by the candidate during his/her leave.

On or before the appropriate deadline (October 15), the Department Chair / School Dean will submit to the Provost’s assistant his/her hand-signed hard-copy recommendation letter, and will forward via email pdf versions of the candidate’s cover sheet, full proposal, CV, supporting documents, and report from previous sabbatical or other leave.

On October 16, the Provost’s assistant will share with the PLRC all candidates’ sabbatical leave requests (accompanied by the Chairs’ / Deans’ recommendations) via a Google Drive folder entitled AY20XY-XZ Sabbatical Leave Requests. The PLRC will then review the requests and prepare a narrative and recommendation for each.

On or before the appropriate deadline (November 15), the PLRC will provide its recommendation and narrative to the Provost’s assistant. On November 16, the Provost’s assistant will upload the recommendations and narratives to the AY20XY-XZ Sabbatical Leave Requests folder and will share the folder with the Provost.

On or before the appropriate deadline (December 2), the Provost will review the documents, consulting the Chair / Dean / PLRC as appropriate, and prepare his/her recommendation, which will then be uploaded to the AY20XY-XZ Sabbatical Leave Requests folder.

At this time, the Provost’s assistant will share with the President the AY20XY-XZ Sabbatical Leave Requests folder containing all the candidates’ sabbatical leave requests and the accompanying recommendations from the Department Chair/School Dean, the PLRC, and the Provost. Additionally, at this time, the shared permissions will be removed from the Chairs / Deans to the candidates’ sabbatical leave request folders and from the PLRC to the AY20XY-XZ Sabbatical Leave Requests folder.

The President will review the documents, consulting the Provost as appropriate, and prepare his/her decision. On or before the deadline (January 15), the President will notify the candidate of his/her decision via letter.

Please note: When any of the above deadlines fall on a weekend, materials will be due on Monday. If a deadline falls on an official holiday, materials will be due the day immediately following the holiday.