SABBATICAL LEAVE APPLICATION

TIMELINE

September 15  Due date for applicants to submit Sabbatical Leave requests to departments

October 15  Chair, Dean, or Director submits recommendations of Sabbatical Leave requests to Provost for review by Professional Leave Review Committee

November 15  Professional Leave Review Committee submits recommendations of Sabbatical Leave requests to Provost

December 2  Provost submits recommendations of Sabbatical Leave requests to President’s Office

January 15  Notice to Candidate of President’s Decision

Due dates which fall on a weekend shall automatically be effective the following Monday.

In accordance with the Constitution, the Professional Leave Review Committee is charged with publishing the criteria by which they evaluate applications—“Sabbatical leave proposals are evaluated on the following criteria: clarity of presentation of proposed objectives (including schedule and planned outcomes), potential contribution of the project to the teaching or professional stature, necessity of leave, and evidence of productivity in prior leaves or ongoing scholarly activity.

The Guidelines for Submission of Proposals for Sabbatical Leaves and Sabbatical Leave Application can be found under “Policies” on the Office of the Provost’s web site.

Eligibility: Academic employees having continuing appointments and college administrative officers not in a negotiating unit established pursuant to Article XIV of the Civil Service Law who have completed at least six consecutive years of service within the University or who, if they previously have had a sabbatical leave, have completed at least six consecutive years of service within the University from the date of return from their last sabbatical leave, shall be eligible for sabbatical leave. (The State University of New York Policies of the Board of Trustees, Article XIII, Title E, §3.)