

**SABBATICAL APPLICATION CALENDAR****AY 19-20*****For faculty submitting applications for AY 20-21 sabbatical leave***

<b>DATE</b>	<b>ACTION</b>
<b>September 18</b>	Faculty submit sabbatical applications via online system, by this date.
<b>October 4</b>	Department Chairs/Heads submit sabbatical recommendations to Deans via online system by this date.
<b>October 9</b>	VCAA convenes CSAC by this date.
<b>October 16</b>	Deans submit sabbatical recommendations to VCAA via online system by this date.
<b>October 18</b>	VCAA submits sabbatical applications to CSAC Chair by this date.
<b>November 8</b>	CSAC Chair submits sabbatical recommendations to VCAA, and provides copies to sabbatical applicants, by this date.
<b>November 27</b>	CSAC notifies campus faculty of those faculty members recommended for sabbaticals, by this date.
<b>November 27</b>	VCAA submits sabbatical recommendations* to Chancellor, and provides copies to sabbatical applicants, by this date, after having met with the CSAC to discuss and review any cases where the VCAA disagrees with the CSAC's recommendations.
<b>December 5</b>	Chancellor transmits sabbatical recommendations to online system, notifies sabbatical applicants, and provides copies to the VCAA, Deans, CSAC Chair, DPC Chairs, and Personnel Files, by this date.

*\*Note: Sabbatical applications submitted by faculty whose tenure applications are pending will not be sent forward for the VCAA/Provost's review until completion of the campus tenure review process. Sabbatical applications for faculty recommended for tenure by the Chancellor will be sent forward for the remaining approvals.*