

**SABBATICAL REPORT CALENDAR****AY 19-20*****For faculty having completed Spring 2019 or 2018-19 full academic year sabbaticals***

<b>DATE</b>	<b>ACTION</b>
<b>September 1</b>	Faculty submit a sabbatical report to the Department Chair/Head via online system by this date.
<b>September 9</b>	Department Chairs/Heads review and sign Spring 2019 and 2018-19 full academic year sabbatical reports via online system, and forward to Deans by this date.
<b>September 16</b>	Deans review and sign Spring 2019 and 2018-19 full academic year sabbatical reports via online system, and forward to VCAA by this date.
<b>September 23</b>	VCAA reviews and signs Spring 2019 and 2018-19 full academic year sabbatical reports via online system, and forwards to Chancellor by this date.
<b>October 1</b>	Chancellor reviews and signs Spring 2019 and 2018-19 full academic year sabbatical reports via online system by this date.  Faculty Files Custodian prints sabbatical reports from online system and adds to Personnel Files by this date.
<b>May 15, 2020</b>	Faculty make a presentation to campus colleagues by this date.

***For faculty having completed Fall 2019 sabbaticals***

<b>March 1</b>	Faculty submit a sabbatical report to the Department Chair/Head via online system by this date.
<b>March 9</b>	Department Chairs/Heads review and sign sabbatical reports via online system, and forward to Deans by this date.
<b>March 16</b>	Deans review and sign sabbatical reports via online system, and forward to VCAA by this date.
<b>March 23</b>	VCAA reviews and signs sabbatical reports via online system, and forwards to Chancellor by this date.
<b>March 30</b>	Chancellor reviews and signs sabbatical reports via online system by this date.
<b>April 1</b>	Faculty Files Custodian prints sabbatical reports from online system and adds to Personnel Files by this date.
<b>May 15, 2021</b>	Faculty make a presentation to campus colleagues by this date.