

**ALL DEADLINES ARE  
BY 5:00 PM**

## **Sabbatical Calendar 2017-18**

*For Sabbaticals to be taken in 2018-2019*

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| <b>August 28, 2017</b>    | Login to your eFaculty account and declare your intent to apply. See step by step instruction on the Faculty Affairs website.  |
| <b>September 22, 2017</b> | Completed applications due on eFaculty for Department Chair to review.<br>It is the responsibility of the applicant to obtain the requisite human subjects or animal care clearance. |
| <b>September 29, 2017</b> | Chair's Statement due to applicant.  |
| <b>October 6, 2017</b>    | Applicant response to Chair's statement due in Dean's Office with copy to Chair. All applications due in Dean's Office.  |
| <b>October 27, 2017</b>   | College Professional Leaves Committee ranking and statement of reasons for the ranking due to the applicant.   |
| <b>November 3, 2017</b>   | Applicant response to College Professional Leaves Committee's recommendation due to Dean with a copy to the Chair. All applications forwarded to Dean for recommendation.            |
| <b>November 17, 2017</b>  | Dean's recommendation to applicant with a copy to the Chair.   |
| <b>November 27, 2017</b>  | Applicant response to Dean's recommendations are due to the Dean with a copy to the Chair.   |
| <b>December 22, 2017</b>  | University Sabbatical Leaves Committee ranking & statement of reasons for the ranking due to the applicant with a copy to the Dean and the Chair.                                    |
| <b>January 29, 2018</b>   | Applicant response to University Committee ranking due to Office of Faculty Affairs with a copy to the Dean and the Chair.   |
| <b>February 15, 2018</b>  | Planned announcement of sabbatical leaves.   |