

**Sabbatical Calendar 2018-2019**  
*For Sabbaticals to be taken in 2019-2020*  
**ALL DEADLINES ARE BY 5:00 PM**

**Tuesday, August 28, 2018**

Deadline for applicant to respond to the Qualtrics survey sent by University Personnel-Faculty Affairs (UP-FA) to declare intent or decline to apply for a sabbatical. A “yes” response to the Qualtrics survey will prompt UP-FA to send a sabbatical application to the applicant’s SJSU email address.

**Friday, September 21, 2018**

Sabbatical application due and can be submitted one of two ways: 1) an original hard copy to the department Chair or 2) through DocuSign to the email of the department Chair. *It is the applicant’s responsibility to obtain the human subjects or animal care clearance, if applicable.*

**Friday, October 5, 2018**

Chair’s statement due to applicant.

**Friday, October 12, 2018**

If applicant chooses to respond to the Chair’s statement, the response is due to the Dean and a copy is due to the Chair. All applications due to College Professional Leaves Committee via Dean’s Office.

**Friday, November 9, 2018**

College Professional Leaves Committee ranking, with a statement of reasons for the ranking, due to applicants.

**Friday, November 16, 2018**

If applicant chooses to respond to the College Professional Leaves Committee ranking, the response is due to the Dean and a copy is due to the Chair. All applications due to Dean from College Professional Leaves Committee.

**Monday, December 10, 2018**

Dean recommendation to applicant with a copy to the Chair.

**Monday, December 17, 2018**

If applicant chooses to respond to the Dean’s recommendation, the response is due to the Dean and a copy is due to the Chair. Complete applications with recommendations from all levels of review and applicant responses, if any, due to UP-FA via 1) original hard copies submitted to the UP-FA Office (ADM 218) or 2) DocuSign to the [avp-facultyaffairs@sjsu.edu](mailto:avp-facultyaffairs@sjsu.edu) email address.

**Friday, February 8, 2019**

University Sabbatical Leaves Committee (USLC) ranking and statement of reasons for the ranking due to applicants with a copy to the Dean and the Chair.

**Friday, February 15, 2019**

If applicant chooses to respond to the USLC ranking, the response is due to UP-FA via the [avp-facultyaffairs@sjsu.edu](mailto:avp-facultyaffairs@sjsu.edu) email address, with a copy to the Dean and the Chair.

**Thursday, February 28, 2019**

Notification of awarded sabbatical leaves sent to applicants via email.