

Sabbatical Key Dates

PLEASE NOTE: Individual units may establish a schedule with different dates than those noted below, provided the "required dates" are met. Dates marked as "required"* are governed by provisions of the Collective Bargaining Agreement with the side letter of understanding for the sabbatical application process Article 22.j and represent agreed upon deadlines that may not be altered unless the date falls on a weekend or holiday, then the next working day will be the deadline.

By September 1 (required date)*: Sabbatical applications for the next academic year to Department Chairs (Article 22.1.j.ii)

By September 15 (suggested date):

Dean/Director and faculty member receive written copy of Chair's recommendation.

Note: Faculty member, after notification, has 7 days to submit to the Dean a supplement to the application and/or rebuttal of the Chair's recommendation, if desired.

By October 15 (required date)*:

- Sabbatical applications for the next academic year delivered to Provost's Office (Article 22.1.j.ii)
- Chair and faculty member receive written copy of Dean's Recommendation.

Note: Faculty member, after notification, has 7 days to submit to the Provost a supplement to the application and/or rebuttal of the Dean's recommendation if desired.

By October 31 (required date)*: Sabbatical reports due for faculty returning to active service in fall semester. Sabbatical reports for the previous academic year or spring semester leaves due within sixty (60) days of completion of the leave. (Article 22.1.i)

By December 15 (required date)*: PSC recommendations due to Provost's Office.

By February 1 (suggested date): Provost sabbatical decisions to Deans (Article 22.1.j.iii)

By March 1 (suggested date): Annual Activity reports from faculty on sabbatical during the spring semester due to Dept. Chairs. (Article 14.3.d)

By March 15 (required date)*: Sabbatical reports due for faculty returning to active service in spring semester. Sabbatical reports for the previous fall semester leaves due within sixty (60) days of completion of the leave. (Article 22.1.i)

Sabbatical Payroll Dates:

- Nine-month faculty sabbatical payroll dates:
 - Fall = Sept. 1 – Jan 15
 - Spring = Jan. 16 – May 31
- Ten-month faculty sabbatical payroll dates:
 - Fall = Sept. 1 – Jan 31
 - Spring = Feb. 1 – June 30
- Twelve-month faculty sabbatical payroll dates: Variable

Sabbatical Lengths and Salaries:

Full Sabbatical Leave (after 12 or more semesters of sabbatical credit accumulated)

- Nine-month faculty = One semester at 100% base salary or AY at 77.3% salary
- Ten-month faculty = Five months at 100% salary or ten months at 77.3% salary
- Twelve-month faculty = Six months at 100% salary or twelve months at 77.3% salary

Half Sabbatical Leave (after 6 - 11 semesters of sabbatical credit accumulated) ☐

- Nine-month faculty = One semester at 77.3% salary
- Ten-month faculty = Five months at 77.3% salary
- Twelve-month faculty = Six months at 77.3% salary