

SABBATICAL	Timetable
Applicant submits nine copies of the sabbatical leave request with written proposal, along with nine copies of a current curriculum vitae, to the department chair.	September 1
Department Chair submits eight copies of the sabbatical leave request, along with a written recommendation, to the Dean of the college/school.	September 8
Dean's Assistant distributes 2 copies of the sabbatical request, along with the Dean's written recommendation, to the VPAA and a copy of each sabbatical request and the Dean's written recommendation to each TRAC member (excluding the Seminary TRAC member).	September 15
TRAC submits recommendations on each request to the VPAA and the President.	October 6
VPAA submits recommendations on each request to the President.	No deadline set
President renders the final decision in each case.	December 15
Fall semester sabbatical reports are due to the Dean of the school/college and the VPAA.	March 15
Sabbatical reports for spring semester and full year sabbaticals are due to the Dean of the school/college and the VPAA.	November 1