REPORTING PROCESS AND TIMELINE FOR SUBMITTING SABBATICAL APPLICATIONS AND FOLLOW-UP REPORTS TO THE OFFICE OF THE PROVOST

Note: The Sabbatical Application form is available at

<u>https://www.seattleu.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=63607</u>. In addition, the following deadlines are approximate depending on the day of the week in which they fall. If a deadline falls on a weekend or holiday, the due date will be the next work day. Please note that the deadlines below denote dates that work best for the Office of the Provost in terms of processing documents from your office. We recognize, however, that your office may need to establish earlier school/college deadlines for your own purposes.

The first three deadlines occur in the academic year preceding the proposed sabbatical leave year:

November 1—Deadline for Faculty Sabbatical Applications to his/her Dean or Director. (Faculty Handbook, 10.4.d)

December 1—Deadline for Deans' approved Sabbatical Applications to be forwarded to the Office of the Provost. If possible, please send applications as a group, not individually. Upon receipt, the Office of the Provost will send a letter of confirmation to candidates whose sabbatical applications have been approved by his/her Dean.

March 1—Final deadline for approval/rejection notification to the faculty member. (Faculty Handbook, 10.4.d)

The remaining deadline occurs following the sabbatical leave:

End of the quarter faculty member returns to full-time instructional status— Deadline for faculty member's written report on the accomplishments of her/his sabbatical leave to the Dean. (Faculty Handbook, 10.4.e)

Dean will then forward faculty members' written reports with any feedback from the Dean to the Office of the Provost within the following month—around Jan. 15, April 15, or July 15 depending on when faculty member returns to full-time teaching.