

**SABBATICAL AND DIFFERENCE-IN-PAY LEAVE APPLICATION TIMELINE
AY 2023-2024 (Leave to be taken 2024-2025)**

WED, SEP 20, 2023	Faculty Advancement notifies colleges that Sabbatical and Difference-in-Pay Leave Eligibility lists are available on Sharepoint. Lecturer eligibility is maintained by the college and/or department/school.
FRI, SEP 22, 2023	Department/school notifies all faculty who are eligible for Sabbatical/DIP. Faculty Advancement provides back-up notification directly to individual eligible faculty.
FRI, SEP 29, 2023	Deadline for eligible faculty to notify their department/school of their intention to apply so that department staff can create a case in Interfolio. Departments/schools to submit names of department committee members to college.
MON, OCT 2, 2023	Department/school submits a list of faculty applying for Sabbatical or Difference-in-Pay Leave to their college dean's office. College to submit names of department and college committee members to Faculty Advancement.
WED, OCT 4, 2023	Department/school notifies faculty that their application is available on Interfolio.
WED, OCT 18, 2023	Deadline for faculty to complete their Sabbatical/DIP applications via Interfolio.
MID OCT/ EARLY NOV	College receives sabbatical leave allocations.
WED, NOV 1, 2023	Department/School Committee rankings and recommendations due to department chair/school director. ***Note: For both Sabbatical and Difference-in-Pay leave applications, before submitting to the department chair/school director, only applications that the committee does "not recommend," should be sent back to the applicant for revision and reviewed again by the committee. AY Sabbatical leave requests are not included in the rankings as per the Collective Bargaining Agreement.
WED, NOV 15, 2023	Department Chair/School Director rankings and recommendations due to college committee.
WED, NOV 29, 2023	College Committee rankings and recommendations due to deans. ***Note: For Difference-in-Pay leave applications ONLY: Before submitting to the dean, if the committee does "not recommend" the application, applicants may appeal this decision and revise their application for final submission to the committee.
WED, DEC 13, 2023	Deans' rankings and recommendations due to the Provost via Faculty Advancement. ***Note: For both Sabbatical and Difference-in-Pay leave applications, any applicants "not recommended" by the dean must be notified in writing, giving the reasons.
EARLY JAN	Provost to notify Sabbatical/DIP leave applicants of final decision via Interfolio.

FINAL REPORT DUE DATES

Final reports are due annually by October 15 of the academic year following a leave.