

**SABBATICAL AND DIFFERENCE-IN-PAY LEAVE APPLICATION TIMELINE
AY 2024-2025 (Leave to be taken 2025-2026)**

WED, SEP 18, 2024	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 20, 2024	Department/school notifies all faculty who are eligible for Sabbatical/DIP.
FRI, SEP 27, 2024	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.
WED, OCT 2, 2024	Department/school notifies faculty that their application is available on Interfolio.
WED, OCT 16, 2024	Deadline for faculty to complete their Sabbatical/DIP applications via Interfolio.
MID OCT/ EARLY NOV	College receives sabbatical leave allocations.
WED, OCT 30, 2024	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 6, 2024	Department Chair/School Director rankings and recommendations due to college committee (OPTIONAL UNDER THE POLICY FILE–Please consult with your Dean as to their preference.)
WED, NOV 13, 2024	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 11, 2024	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.