APPLICATION CALENDAR FOR SABBATICAL LEAVE
TO BE TAKEN BY ELIGIBLE FACULTY MEMBERS AND LIBRARIANS
DURING ACADEMIC YEAR 2019-2020

	Activity	Completion Date
1.	Faculty member submits application for sabbatical leave to Departmental ARTP Committee. Librarian submits application for sabbatical leave to Library Personnel Committee.	Jan. 18, 2019 (Fri.)
2.	Departmental ARTP Committee forwards recommendation on candidate's application for sabbatical leave to College RT Committee and notifies candidate in writing of this recommendation.	Jan. 28, 2019 (Mon.)
3.	College RT Committee or Library Personnel Committee forwards to President its recommendation on candidate's application for sabbatical leave and notifies candidate in writing of this recommendation.	Feb. 15, 2019 (Fri.)
4.	President forwards recommendation on candidate's application for sabbatical leave to Board of Trustees Academic Policy and Personnel Committee and notifies candidate in writing of this recommendation.	Mar. 18, 2019 (Mon.)
5.	Action by Board of Trustees on President's recommendations for sabbatical leave for AY 2019-2020.	May 6, 2019 (Mon.)
6.	President sends to candidates written notification of action taken by Board of Trustees on sabbatical leave applications for AY 2019-2020.	May 20, 2019 (Mon.)