

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

<u>Activity</u>	<u>Completion Date</u>
1. Faculty member submits application for sabbatical leave to Departmental ARTP Committee. Librarian submits application for sabbatical leave to Library Personnel Committee.	Jan. 17, 2020 (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. 27, 2020 (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. 14, 2020 (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. 16, 2020 (Mon.)
5. Action by Board of Trustees on President's recommendations for sabbatical leave for AY 2020-2021.	May 11, 2020 (Mon.)
6. Last day for formal notification by Board of Trustees on sabbatical leave applications for AY 2020-2021.	June 1, 2020 (Mon.)