

Minnesota State University, Mankato
2019-2020 Sabbatical Calendar
(for Sabbatical Leaves in 2020-2021)

6 September 2019	Faculty member submits a completed sabbatical application and all supporting documentation to the department through the department chair.
9-20 September 2019	Sabbatical applications are reviewed in the department.
23 September 2019	Applications and recommendations from the department and chair are due in the office of the Dean.
7 October 2019	Dean forwards recommendations and all supporting materials to the Provost and Senior Vice President for Academic Affairs.
14 October – 25 October 2019	Staff members in the Office of the Provost prepare digital copies of sabbatical leave applications for distribution to members of the Faculty Improvement and Sabbatical Sub Meet and Confer for review. (Sabbatical applications will be available in electronic format only.)
25 October 2019	Members of the Faculty Improvement and Sabbatical Committee will begin review of the sabbatical leave applications.
18 November 2019	The Faculty Improvement and Sabbatical Sub Meet forwards recommendations on awarding sabbaticals to the Provost and Senior Vice President for Academic Affairs.
25 November 2019	The Provost and Senior Vice President for Academic Affairs forwards recommendations on sabbatical leave applications to the President.
6 December 2019	The President makes his decisions on sabbatical leaves for the 2019-20 academic year.
9-13 December 2019	Staff members in the Office of the Provost prepare sabbatical award letters for electronic distribution to sabbatical recipients.

On conclusion of the study, research or related activity funded by the sabbatical leave, faculty are required to complete a sabbatical report and return it to the Academic Affairs Office (WA 315) within four weeks following return to campus.