



2022-2023 Sabbatical Calendar (for Sabbatical Leaves in 2023-2024)

For related information: <http://www.mnsu.edu/acadaf/faculty/sabbaticals/>

<i>Task</i>	<i>Responsible Party</i>	<i>Target Date</i>
Submit completed Sabbatical application and all supporting documentation to department through the department chair	Faculty Member	September 2, 2022
Review applications	Department	September 16, 2022
Applications and recommendations due in the Office of the Dean	Department/Chair	September 19, 2022
Forward recommendations and all supporting materials to the Provost & Senior VP for Academic Affairs	Dean	October 2, 2022
Prepare digital copies of Sabbatical leave applications for distribution to members of the Faculty Improvement & Sabbatical Sub Meet & Confer for review (Sabbatical applications will be available in electronic format only)	Office of the Provost	October 14, 2022
Begin review of Sabbatical leave applications	Faculty Improvement & Sabbatical Committee	October 17, 2022
Forward recommendations on awarding Sabbaticals to the Provost & Senior VP for Academic Affairs	Faculty Improvement & Sabbatical Sub Meet	November 14, 2022
Forward recommendations on Sabbatical leave applications to the President	Provost & Senior VP for Academic Affairs	November 21, 2022
Make decisions on Sabbatical leaves for the 2023-2024 academic year	President	December 2, 2022
Prepare Sabbatical award letters for electronic distribution to Sabbatical recipients	Office of the Provost	December 9, 2022

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