

Sabbatical Process

Faculty have 2 deadlines for submission of sabbatical requests in the College of Medicine. *Applications must be submitted a year in advance.*

August 15 – for Sept – Dec Sabbatical start dates

1. All faculty materials must be turned into the COM Dean's office by August 15
2. Materials will be sent to the Provost's Office by October 15
3. The Provost's Office will complete their review and send a letter back to the Dean in December.
4. The COM Dean's Office will notify faculty of final decisions for Sabbatical requests in January. Faculty will begin their sabbatical leaves from September through December.

January 2 – For January - September sabbatical start dates

1. All faculty materials must be turned into the COM Dean's Office by January 2 (or the first working day of the new year)
2. Materials will be sent to the Provost's Office by February 15
3. The Provost's Office will complete their review and send a letter back to the Dean in May.
4. The COM Dean's Office will notify faculty of final decisions for Sabbatical requests in June. Faculty will begin their sabbatical leaves from January through August.