

# Sabbatical and Difference in Pay (DIP) Leaves Application Schedule

## SABBATICAL LEAVES

[Sabbatical Leave University Policy](#)
[Sabbatical Leave CBA Article 27](#)

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| Faculty are notified of eligibility by:  | <i>Last day of the<br/>spring semester</i> |
| Applicant submits completed application packet to Faculty Affairs by:<br><i>Late applications will not be accepted.</i>  | <i>September 15<sup>th</sup></i>           |
| Faculty Affairs forwards applications to the department chair and to URTP by:  | <i>October 1<sup>st</sup></i>              |
| Department chair forwards input on the impact to the department curriculum and operation to the dean by:<br><br>URTP reviews applications for quality, indicates recommendation and forwards to the dean along with a school ranked list; additionally, sends a ranked list to the Provost by: | <i>November 1<sup>st</sup></i>             |
| The dean considers input on school program needs and budget, indicates recommendation and forwards to Faculty Affairs by:  | <i>December 1<sup>st</sup></i>             |
| The Provost makes a final determination based upon all recommendations and URTP ranking. Letters will be sent to the candidates from the Provost informing them of the status of their request for Sabbatical leave by:  | <i>January 15<sup>th</sup></i>             |

*If the date falls on a weekend, it will be due the following Monday.*

## DIFFERENCE IN PAY (DIP) LEAVES

[Difference in Pay Leave University Policy](#)
[Difference in Pay Leave CBA Article 28](#)

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| Faculty are notified of eligibility by:   | <i>Last day of the<br/>spring semester</i> |
| Applicant submits completed application packet to by:<br><i>Late applications will not be accepted.</i>   | <i>September 15<sup>th</sup></i>           |
| Faculty Affairs forwards application packets to the department by:  | <i>October 1<sup>st</sup></i>              |
| Department chair attaches statement of impact to the department curriculum and operation and forwards to the department RTP Committee by:   | <i>October 15<sup>th</sup></i>             |
| The department RTP committee reviews applications for quality, indicates recommendation and forwards to the dean by:  | <i>November 1<sup>st</sup></i>             |
| After review of the department recommendations, the dean makes their recommendation and forwards the applications with all recommendations to Faculty Affairs by:                               | <i>December 1<sup>st</sup></i>             |
| The Provost makes a final determination based upon all recommendations. Letters will be sent to the candidates from the Provost informing them of the status of their request for DIP leave by: | <i>January 15<sup>th</sup></i>             |

*If the date falls on a weekend, it will be due the following Monday.*