



Schedule for Sabbatical and Difference in Pay (DIP) Leaves

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

SABBATICAL LEAVES

[Sabbatical Leave University Policy](#)

[Sabbatical Leave CBA Article 27](#)

Faculty are notified of eligibility by:	<i>Last day of the spring semester</i>
Applicant submits completed application packet to Faculty Affairs, Stevenson 1041 by: <i>Late applications will not be accepted.</i>	<i>September 15</i>
Faculty Affairs forwards applications to the department chair and to URTP by:	<i>October 1</i>
Department chair forwards input on the impact to the department curriculum and operation to the dean by: URTP reviews applications for quality, indicates recommendation and signature on cover sheet, and forwards to the dean along with a school ranked list; additionally, sends a ranked list to the President by:	<i>November 1</i>
The dean considers input on school program needs and budget, attaches statement from department, indicates recommendation and signature on cover sheet, and forwards to Faculty Affairs by:	<i>December 1</i>
The President makes a final determination based upon all recommendations and URTP ranking. Letters will be sent to the candidates from the President informing them of the status of their request for Sabbatical leave by:	<i>January 15</i>

DIFFERENCE IN PAY (DIP) LEAVES

[Difference in Pay Leave University Policy](#)

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

Faculty are notified of eligibility by:	<i>Last day of the spring semester</i>
Applicant submits completed application packet to Faculty Affairs, Stevenson 1041 by: <i>Late applications will not be accepted.</i>	<i>September 15</i>
Faculty Affairs forwards application packets to the department by:	<i>October 1</i>
Department chair attaches statement of input on impact to the department curriculum and operation, signs the bottom of the application cover sheet, and forwards to the department RTP Committee by:	<i>October 15</i>
The department RTP committee reviews applications for quality, indicates recommendation and signature on cover sheet, and forwards to the dean by:	<i>November 1</i>
After review of the department recommendation, the dean makes their recommendation and forwards the applications with all recommendations to Faculty Affairs by:	<i>December 1</i>
The President makes a final determination based upon all recommendations. Letters will be sent to the candidates from the President informing them of the status of their request for DIP leave by:	<i>January 15</i>