

SABBATICAL APPLICATION WORK FLOW

Sabbatical Applications are submitted to Faculty Affairs.
Faculty Affairs will distribute applications to URTP and email a copy of the applications to Department Chairs.

DEPARTMENT CHAIR

The Department Chair reviews sabbatical applications and submits to the Dean a statement of impact upon the department curriculum and operation for each of the applications.

URTP

URTP picks up the applications with signature cover sheets from Faculty Affairs.
URTP reviews sabbatical applications.
URTP submits to the Provost a ranked listing of all applicants and forwards applications with signed cover sheets and a ranking by school to the respective Dean.

DEAN

The Dean reviews applications, signs cover sheet and attaches the statement of impact upon department to each original application.
Dean forwards to Faculty Affairs the applications with attachments.

DIFFERENCE IN PAY (DIP) APPLICATION WORK FLOW

DIP Applications are submitted to Faculty Affairs.
Faculty Affairs will distribute original applications.

DEPARTMENT CHAIR

The Department Chair picks up the hard copy of all applications with signature cover sheets from Faculty Affairs. The Department Chair reviews applications, signs the cover sheet and attaches a statement of impact upon the department curriculum and operation for each of the applications.
All applications with attachments are forwarded to Department RTP Committee.

DEPARTMENT RTP COMMITTEE

The Department RTP Committee reviews the applications for quality, signs the cover sheet and forwards to Dean.

DEAN

The Dean reviews applications, signs the cover sheet and forwards to Faculty Affairs the applications with attachments.