

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:	Last day of the spring semester.
Applicant submits completed application packet to Faculty Affairs, Stevenson 1041 by: <i>Late applications will not be accepted.</i>	September 15
Faculty Affairs forwards applications to the department chair and to URTP by:	October 1
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:	November 1
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:	December 1
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:	January 15
LATE APPLICATIONS WILL NOT BE ACCEPTED	

DIFFERENCE IN PAY (DIP) LEAVES	
Difference in Pay Leave University Policy	Sabbatical Leave CBA Article 28
Faculty are notified of eligibility by:	Last day of the spring semester.
Applicant submits completed application packet to Faculty Affairs, Stevenson 1041 by: <i>Late applications will not be accepted.</i>	September 15
Faculty Affairs forwards application packets to the department by:	October 1
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:	October 15
The department RTP committee reviews applications for quality, indicates recommendation and signature on cover sheet, and forwards to the dean by:	November 1
After review of the department recommendation, the dean makes their recommendation and forwards the applications with all recommendations to Faculty Affairs by:	December 1
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:	January 15
LATE APPLICATIONS WILL NOT BE ACCEPTED	

QUESTIONS/CONTACT
If you have any questions, please call Faculty Affairs at 664-2192 (CRS 877-735-2929 TTY)