

**2018-2019 Deadline Dates for Sabbatical Leave Application Process**  
**(For Sabbaticals to be Taken in Academic Year 2019-2020)**

<b>2018</b>	
November\December	College workshops to advise potential applicants.
By end of November	College presidents notify faculty of sabbatical application deadline date: February 8, 2019
<b>2019</b>	
February 8	Applications for faculty sabbatical leave due electronically to college presidents by 8 a.m.
February 14	Applications are due electronically to the District Office: <a href="mailto:mphillips@4cd.edu">mphillips@4cd.edu</a>
February 19	Human Resources will review applicants eligibility for sabbatical leave
February 20	Applications posted on SharePoint for review by the sabbatical leave committee
February 20-28	Sabbatical Leave Committee reviews applications on SharePoint
February 28	Sabbatical Leave Committee meeting, 10:00 a.m., at the District Office, 6 <sup>th</sup> floor Board Room to discuss, rank, and approve applications.
March 4	Summary of application rankings to sabbatical leave committee
March 11	Letters to applicants prepared and mailed.  Summary of application rankings to associate vice chancellor/chief financial officer and the United Faculty president.  Memo sent to college presidents requesting sabbatical leave replacement recommendations.
March 18	Recommendations on faculty replacements due to chancellor from college presidents. Presidents should have consulted with United Faculty president and/or vice president on department/division recommendations.
March 25	AVC/CFO submits to chancellor and the United Faculty president calculations of applications for sabbatical leave based on college replacement recommendations and available funds, and schedules a meeting as needed with UF president to review calculations.
April 1	Letters to final applicants prepared and mailed. Prepare applications for Governing Board meeting.
April 24	Governing Board meeting – action on recommended applications. (Applications must be approved no later than April Board meeting so faculty can make preparations)
Week of April 29	Letters and agreements prepared and mailed to applicants.