2022-2023 Deadline Dates for Sabbatical Leave Application Process (For Sabbaticals to be Taken in Academic Year 2023-2024)

2022	
November\December	College workshops to advise potential applicants.
By end of November	College presidents notify faculty of sabbatical application deadline date: February 10, 2023
2023	
February 10	Applications for faculty sabbatical leave due electronically to college presidents.
February 21	Applications are due electronically to the District Office: mbrennan@4cd.edu
February 27	Human Resources will review applicant's eligibility for sabbatical leave
March 1	Applications posted on SharePoint for review by the sabbatical leave committee
March 1 to March 16	Sabbatical Leave Committee reviews applications on SharePoint
March 17	Sabbatical Leave Committee meeting, 10:00 a.m., at the District Office, to discuss, rank, and approve applications.
March 17	Summary of application rankings to sabbatical leave committee
March 21	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 24	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.
April 3	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 7	Letters to final applicants prepared and mailed. Prepare applications for Governing Board meeting.
April 12	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 17	Letters and agreements prepared and mailed to applicants.