

SABBATICAL LEAVE CALENDAR¹

September 15:	Sabbatical leave information sent to faculty.
October 15:	Sabbatical requests due to Chairs.
November 7:	Chairs submit sabbatical requests, including a ranking of all proposals with comments, to Deans for distribution to Office of the Provost and School Reviewing Committees.
November 15:	Deans should send one copy of each proposal to Office of the Provost.
December 15:	School Reviewing Committees submit evaluations of proposals to their Dean.
January 15:	Deans submit ranked recommendations, with comments, to Office of the Provost.
February 15:	Provost consults with President and notifies tenured faculty of sabbatical leave decisions.
March 15:	Provost notifies those faculty members under tenure review of sabbatical leave decisions.
Within two weeks of notification:	Applicant submits signed sabbatical agreement or notifies Office of the Provost in writing that sabbatical will not be taken. ²
Within 2 months of return from sabbatical:	Faculty member submits final report including product.
Within two semesters of returning from sabbatical leave:	Faculty member presents results of the leave to an audience at the College of Charleston

¹ When any date falls on a weekend, the deadline will be the next business day after that date.

² Any requests for deferral or change in a sabbatical must be made in accordance with policy.