

COLLEGE *of* CHARLESTON

2022-2023 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 their dean for distribution to members of school's sabbatical review committee. |
| November 15: | Deans Offices should provide a copy of each proposal to the Office of the Provost |
| December 15: | School sabbatical review committees submit evaluations of proposals to their dean. |
| January 15: | Deans submit ranked recommendations, with comments, to Provost. |
| February 10: | Provost notifies deans of final decisions on sabbatical proposals. |
| February 15: | Deans notify tenured faculty members of sabbatical award/denial decisions. |
| March 15: | Deans notify those faculty members under tenure review of sabbatical award/denial decisions. |
| Within two weeks of notification | Applicant submits signed sabbatical agreement or notifies their dean in writing that sabbatical will not be taken. |
| Within 2 months of return from sabbatical: | Faculty member submits final report to their department chair and dean. |
| Within two semesters after returning from sabbatical leave: | Faculty member presents results of the leave to an audience at the College of Charleston. |

For more information, please reference the [College of Charleston Sabbatical Policy](#).

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