

COLLEGE of CHARLESTON

Sabbatical Leave Calendar¹

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| September 15: | Sabbatical leave information sent to faculty. |
| October 30 [†] : | Sabbatical requests due to Chairs. |
| November 22 [†] : | Chairs submit sabbatical requests, including a ranking of all proposals with comments, to Deans for distribution to Academic Affairs and School Reviewing Committees. |
| November 30 [†] : | Deans should send one copy of each proposal to Academic Affairs |
| January 8 [†] : | School Reviewing Committee submits evaluations of proposals to Deans. |
| January 15: | Deans submit ranked recommendations, with comments, to 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 Provost in writing that sabbatical will not be taken. |
| Within 2 months of return from sabbatical: | Faculty member submits final report including product. |
| 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.

[†] These deadlines (marked in a colored font) are typically October 15, November 7, November 15, and December 15, respectively. They have been adjusted for the 2020-2021 academic year due to impacts of the COVID-19 pandemic.