



**SABBATICAL APPLICATION TIMELINE  
2022-2023**

09/17/21 – Faculty members notified of sabbatical application process and timeline

10/04/21 – Due date for notifying Chair of intent to submit an application  
Sabbatical cases opened in Interfolio

10/18/21 – Applications due to Chairs for approval/comments

10/25/21 – Applications due to Dean for approval/comments

10/29/21 – Applications due to Provost's Office

11/05/21 – Applications sent out to Research Committee of the UFS

11/24/21 – Recommendations of Research Committee to Provost's Office

12/10/21 – Final approvals/denials (letters to applicants)

01/07/22 – Signed acceptances due in Provost's Office

01/21/22 – Memo to Deans, Department Chairs / School Directors, Budget Directors, for acceptances of sabbaticals.