



FLORIDA ATLANTIC UNIVERSITY

Harriet L. Wilkes  
Honors College

## **SABBATICAL APPLICATION TIMELINE 2025-2026**

8/16/24 – Faculty members notified of sabbatical application process and timeline

9/13/24 – Due date for notifying Chair of intent to submit an application  
Sabbatical cases opened in Interfolio

9/27/24– Applications due to Chairs for approval/comments

10/4/24 – Applications due to Business Manager for approval

10/11/24 – Applications due to Dean for approval/comments

10/25/24 – Applications due to Provost's Office

11/1/24 – Applications sent out to Research Committee of the UFS

11/20/24 – Recommendations of Research Committee to Provost's Office

12/6/24 – Final approvals/denials (letters to applicants)

1/3/25 – Signed acceptances due in Provost's Office

1/24/25 – Memo to Deans, Department Chairs / School Directors, Budget Directors, for acceptances of sabbaticals.