

SABBATICAL TIMELINES
FOR ACADEMIC YEAR 2024-2025

August 12, 2024	MEMO OUT ANNOUNCING SABBATICALS TO TENURED FACULTY/LIBRARIANS
September 27, 2024	APPLICATIONS DUE TO THE DEPARTMENT CHAIR
October 4, 2024	APPLICATIONS DUE TO THE BUDGET MANAGER
October 16, 2024	APPLICATIONS DUE TO THE DEAN'S OFFICE
October 25, 2024	APPLICATIONS DUE TO PROVOST'S OFFICE
November 1, 2024	APPLICATIONS SENT OUT TO RESEARCH COMMITTEE OF THE UFS
November 20, 2024	RECOMMENDATIONS OF RESEARCH COMMITTEE TO PROVOST'S OFFICE
December 6, 2024	FINAL APPROVALS/DENIALS (LETTERS TO APPLICANTS)
January 3, 2025	SIGNED ACCEPTANCES DUE IN PROVOST'S OFFICE
January 24, 2025	MEMO TO DEANS, DEPARTMENT CHAIRS/ SCHOOL DIRECTORS, BUDGET DIRECTORS FOR ACCEPTANCES OF SABBATICALS