

**SABBATICAL TIMELINES**  
FOR ACADEMIC YEAR 2025-2026

August 18, 2025	MEMO OUT ANNOUNCING SABBATICALS TO TENURED FACULTY/LIBRARIANS
September 26, 2025	APPLICATIONS DUE TO THE DEPARTMENT CHAIR
October 3, 2025	APPLICATIONS DUE TO THE BUDGET MANAGER
October 17, 2025	APPLICATIONS DUE TO THE DEAN'S OFFICE
October 31, 2025	APPLICATIONS DUE TO PROVOST'S OFFICE
November 7, 2025	APPLICATIONS SENT OUT TO RESEARCH COMMITTEE OF THE UFS
November 28, 2025	RECOMMENDATIONS OF RESEARCH COMMITTEE TO PROVOST'S OFFICE
December 5, 2025	FINAL APPROVALS/DENIALS (LETTERS TO APPLICANTS)
January 16, 2026	SIGNED ACCEPTANCES DUE IN PROVOST'S OFFICE
January 30, 2026	MEMO TO DEANS, DEPARTMENT CHAIRS/ SCHOOL DIRECTORS, BUDGET DIRECTORS FOR ACCEPTANCES OF SABBATICALS