



KEAN

SABBATICAL LEAVE

Application Calendar for Sabbatical Leave to be taken by eligible faculty members and librarians during Academic Year 2025-2026

SABBATICAL LEAVE Activity	To be Completed on or Before
1. Faculty member/Librarian requests a case packet for a Sabbatical Leave application ¹ .	Dec. 16, 2024 (Mon.)
2. Faculty member submits application for sabbatical leave to the Department ARTP Committee. Librarian submits application for sabbatical leave to Library Personnel Committee.	Jan. 6, 2025 (Mon.)
3. Department ARTP Committee forwards recommendation on candidate's application for sabbatical leave to the College RT Committee and sends the candidate written notification of its recommendation.	Jan. 24, 2025 (Fri.)
4. College RT Committee or Library Personnel Committee forwards its recommendation on candidate's application for sabbatical leave to the President and sends the candidate written notification of its recommendation.	Feb. 21, 2025 (Fri.)
5. President forwards recommendation on candidate's application for sabbatical leave to the Board of Trustees Academic Policy and Personnel Committee and notifies candidate in writing of the recommendation.	Mar. 24, 2025 (Mon.)
6. Action by Board of Trustees on President's recommendations for sabbatical leave for AY 2025-2026.	May 5, 2025 (Mon.)
7. Last day for formal notification by Board of Trustees on sabbatical leave applications for AY 2025-2026.	May 19, 2025 (Mon.)

¹ Sabbatical applications are submitted electronically via *Interfolio*. Email interfolio@kean.edu to request a case packet.