# SABBATICAL LEAVE

Application Calendar for Sabbatical Leave to be taken by eligible faculty members and librarians during Academic Year 2024-2025

| SABBATICAL LEAVE Activity | To be Completed on or Before |
|---|---|
| 1. Faculty member/Librarian requests a case packet for a Sabbatical Leave application[1]. | Jan. 5, 2024 (Fri.) |
| 2. Faculty member submits application for sabbatical leave to the Department ARTP Committee.  Librarian submits application for sabbatical leave to Library Personnel Committee. | Jan. 19, 2024 (Fri.) |
| 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. 29, 2024 (Mon.) |
| 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. 16, 2024 (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. 18, 2024 (Mon.) |
| 6. Action by Board of Trustees on President's recommendations for sabbatical leave for AY 2024-2025. | May 6, 2024 (Mon.) |
| 7. Last day for formal notification by Board of Trustees on sabbatical leave applications for AY 2024-2025. | May 20, 2024 (Mon.) |

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