# LIU BROOKLYN

# SABBATICAL CALENDAR

# ACADEMIC YEAR 2012-2013

**edited 11.5.12**

| CAMPUS | DATE | FUNCTION | RESPONSIBLE PERSON/GROUP | RESPONSIBILITY |
|---|---|---|---|---|
| **2012** | | | | |
| BKLYN | **First week of the academic year** | Application forms available | Dean | Application forms available in the Dean's office or on the Academic Affairs Web site. |
| BKLYN | **By October 19 (10/21 is a Sunday)** | Sabbaticals and deferred sabbaticals | Tenured sixth year (and beyond) full time faculty | Completed sabbatical forms submitted to the Dept. Chair. (Personnel Committee meetings/deadlines should be determined within each individual dept./school.)<br><br>Deferred candidates must notify the Dean in writing of intention to take the sabbatical during the following year. |
| BKLYN | **November 9** | Sabbatical Reports | Faculty member | All reports due to the President from sabbatical leaves taken in spring 2012 and full academic year 2011-2012. |
| BKLYN | **November 9** | Sabbaticals | Dept. Chair | Applications due in Dean's Office. |
| BKLYN | **November 15** | Sabbaticals | Dean | Will submit his/her recommendations with supporting documents to VPAA. |
| BKLYN | **No later than November 30 (12/1 is a Saturday)** | Sabbaticals | Dean | The Dean will notify Department Chair/Division Director and applicant in writing of any negative recommendation. |

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| TRUSTEES | **January 18** | Sabbaticals | Academic Affairs Committee | Recommendations reviewed. |
| TRUSTEES | **January 29** | Sabbaticals | President / VPAA | Submit recommendations to the Board of Trustees for approval. |
| BKLYN | **No later than February 15** | Sabbaticals | President/VPAA | Formal notification to faculty. |
| BKLYN | **June 1** | Deferral of Sabbatical | Faculty member | The slot of the deferred candidate will be awarded to another in order to fill the quota, provided the request for deferral has been made by this date. |