SABBATICAL TIMETABLE
LIU POST
ACADEMIC YEAR 2012-2013
edited 11.7.12

CAMPUS	DATE	FUNCTION	RESPONSIBLE PERSON/GROUP	RESPONSIBILITY
POST	**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.
POST	**By October 22** **(October 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.) Deferred candidates must notify the Dean in writing of intention to take the sabbatical during the following year.
POST	**November 12**	Sabbatical Reports	Faculty member	All reports due to President from sabbatical leaves taken in spring 2011 and full academic year 2011-2012.
POST	**November 12**	Sabbaticals	Dept. Chair	Applications due in Dean's Office.
POST	**December 3**	Sabbaticals	Dean	Will submit his/her recommendations with supporting documents to VPAA.
POST	**By the close of the fall semester** **December 21**	Sabbaticals	Dean	The Dean will notify Department Chair and applicant in writing of any negative recommendation.

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PRESIDENT	**By January 15**	Sabbaticals	President	The President will notify the dean, chair and faculty member in writing of any negative recommendation.
TRUSTEES	**January 18**	Sabbaticals	Academic Affairs Committee	Recommendations reviewed.
TRUSTEES	**January 29**	Sabbaticals	President	Submit recommendations to the Board of Trustees for approval.
POST	**As soon after the Board meeting as possible**	Sabbaticals	President	Formal notification to faculty.
POST	**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.