



Date: July 2, 2018
To: Academic Deans
From: Jane Cassidy
 Senior Vice Provost
Re: Review of Sabbatical Leave Requests and Promotion/Tenure Recommendations

The following schedules have been established for review of sabbatical leave requests and promotion/tenure recommendations for Academic Year 2018 – 2019.

SABBATICAL LEAVE REQUESTS

| Action | Fall 2018 |
|--|-------------------|
| Deadline for submitting requests to Human Resource Management in the Faculty360 database | October 15, 2018 |
| Individual reviews by Provost, Vice Provosts, and Vice President for Research & Economic Development | October 29, 2018 |
| Collective review by Provost, Vice Provosts, and Vice President for Research & Economic Development | November 19, 2018 |
| Final campus review by Provost | November 26, 2018 |
| Returned to Human Resource Management for processing | November 30, 2018 |

PROMOTION/TENURE RECOMMENDATIONS

| Action | Fall 2018 | Spring 2019 (Mid-Year) |
|---|-------------------|------------------------|
| Last day for meetings between candidates and deans to occur | November 21, 2018 | April 12, 2019 |
| Recommendations due in Human Resource Management | December 3, 2018 | April 22, 2019 |
| Copies forwarded to Provost’s Advisory Committee for review | December 17, 2018 | April 29, 2019 |
| Returned to Human Resource Management from Provost’s Advisory Committee | January 28, 2019 | May 9, 2019 |
| Copies forwarded to Academic Affairs for individual reviews by Provost, Vice Provosts, and Vice President for Research & Economic Development | February 4, 2019 | May 20, 2019 |
| Collective review by Provost, Vice Provosts, and Vice President for Research & Economic Development | February 25, 2019 | June 3, 2019 |
| Final campus review by President and Provost | March 4, 2019 | June 17, 2019 |
| Returned to Human Resource Management for processing | March 8, 2019 | July 1, 2019 |

cc: Kalliat T. Valsaraj, Vice President for Research & Economic Development
 Mimi Singer Lee, Assistant Vice President for Human Resource Management