



## **SABBATICAL APPLICATION TIMELINE 2024-2025**

08/15/23 – Faculty members notified of sabbatical application process and timeline

9/15/23 – Due date for notifying Chair of intent to submit an application  
Sabbatical cases opened in Interfolio

9/29/23 – Applications due to Chairs for approval/comments

10/6/23 – Applications due to Business Manager for approval

10/13/23 – Applications due to Dean for approval/comments

10/27/23 – Applications due to Provost's Office

11/03/23 – Applications sent out to Research Committee of the UFS

11/22/23 – Recommendations of Research Committee to Provost's Office

12/8/23 – Final approvals/denials (letters to applicants)

01/05/24 – Signed acceptances due in Provost's Office

01/26/24 – Memo to Deans, Department Chairs / School Directors, Budget Directors, for acceptances of sabbaticals.