



TO: All Faculty

FROM: Judy Horowitz
Vice Provost

DATE: September 23, 2026

RE: Sabbatical Timeline and Due Dates for 2027-2028

The deadline for applying for sabbatical leave for the 2027-2028 year is **November 13th, 2026**. By this date, applicants will need to submit sabbatical leave requests to the Chair of the Department Personnel Committee or Library Personnel Committee.

The Provost's Office is hosting a panel on sabbaticals to help answer questions and give faculty the opportunity to "test out" sabbatical ideas on colleagues who have finished successful sabbatical leaves. A panel discussion on "How to Prepare a Successful Sabbatical Application" will take place **October 16th, at noon** in the Professional Development Center's Bonsai Room.

The timeline for approval of sabbatical leave is published in the [Academic Affairs Calendar](#) and is below for your convenience. Interested applicants with questions are encouraged to contact Judy Horowitz.

Sabbatical Leave Approval Process Timeline for 2027-2028

September 2026	Provost's Office sends call-out reminder for sabbaticals
November 2026 November 13	Eligible faculty submit 27-28 sabbatical leave requests to the Chair of the Department Personnel Committee (DPC) or the Library Personnel Committee (LPC). Forms are available on the Human Resources and Academic Affairs website.
December 2026 December 4	DPC/LPC Chair submits ballots and cover letter to Department Chair
December 11	Spring 2026, and AY 2025-2026 sabbatical reports due to department chair.
December 14	Chairs recommend sabbatical leaves to Deans
December 21	Dean recommends sabbatical leaves to Provost
February 2027 February 12	Provost recommends sabbatical leaves to President
March 2027 March 5	President notifies faculty of sabbatical decisions
May 2027 May 7	Fall 2026 sabbatical reports due to department chair