

Minnesota State University, Mankato
2015-2016 Sabbatical Calendar
(for Sabbatical Leaves in 2016-2017)

4 September 2015	Faculty member submits a completed sabbatical application and all supporting documentation to the department through the department chair.
8-25 September 2015	Sabbatical applications are reviewed in the department.
28 September 2015	Applications and recommendations from the department and chair are due in the office of the Dean.
9 October 2015	Dean forwards recommendations and all supporting materials to the Provost & Senior Vice President for Academic Affairs.
12 October – 2 November 2015	Staff members in the Office of Academic Affairs prepare digital copies of sabbatical leave applications for distribution to members of the Faculty Improvement and Sabbatical sub-meet for review. Sabbatical applications will be available in electronic format only.
3 November 2015	Members of the Faculty Improvement and Sabbatical sub-meet will begin review of the sabbatical leave applications.
23 November 2015	The Faculty Improvement and Sabbatical sub-meet forwards recommendations on awarding sabbaticals to the Provost & Senior Vice President for Academic Affairs.
30 November 2015	The Provost & Senior Vice President for Academic Affairs forwards recommendations on sabbatical leave applications to the President.
7 December 2015	The President makes his decisions on sabbatical leaves for the 2016-17 academic year.
7-18 December 2015	Staff members in the Office of Academic Affairs prepare sabbatical award letters for electronic distribution to sabbatical recipients.