

Minnesota State University, Mankato
2018-2019 Sabbatical Calendar
(for Sabbatical Leaves in 2019-2020)

7 September 2018	Faculty member submits a completed sabbatical application and all supporting documentation to the department through the department chair.
10-21 September 2018	Sabbatical applications are reviewed in the department.
24 September 2018	Applications and recommendations from the department and chair are due in the office of the Dean.
8 October 2018	Dean forwards recommendations and all supporting materials to the Provost and Senior Vice President for Academic Affairs.
15 October – 31 October 2018	Staff members in the Office of the Provost prepare digital copies of sabbatical leave applications for distribution to members of the Faculty Improvement and Sabbatical Sub Meet and Confer for review. (Sabbatical applications will be available in electronic format only.)
2 November 2018	Members of the Faculty Improvement and Sabbatical Committee will begin review of the sabbatical leave applications.
19 November 2018	The Faculty Improvement and Sabbatical Sub Meet forwards recommendations on awarding sabbaticals to the Provost and Senior Vice President for Academic Affairs.
26 November 2018	The Provost and Senior Vice President for Academic Affairs forwards recommendations on sabbatical leave applications to the President.
7 December 2018	The President makes his decisions on sabbatical leaves for the 2019-20 academic year.
10-14 December 2018	Staff members in the Office of the Provost prepare sabbatical award letters for electronic distribution to sabbatical recipients.