

**Minnesota State University, Mankato**  
**2016-2017 Sabbatical Calendar**  
(for Sabbatical Leaves in 2017-2018)

6 September 2016	Faculty member submits a completed sabbatical application and all supporting documentation to the department through the department chair.
9-23 September 2016	Sabbatical applications are reviewed in the department.
26 September 2016	Applications and recommendations from the department and chair are due in the office of the Dean.
10 October 2016	Dean forwards recommendations and all supporting materials to the Provost & Senior Vice President for Academic Affairs.
14 October – 31 October 2016	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.
4 November 2016	Members of the Faculty Improvement and Sabbatical sub-meet will begin review of the sabbatical leave applications.
21 November 2016	The Faculty Improvement and Sabbatical sub-meet forwards recommendations on awarding sabbaticals to the Provost & Senior Vice President for Academic Affairs.
28 November 2016	The Provost & Senior Vice President for Academic Affairs forwards recommendations on sabbatical leave applications to the President.
9 December 2016	The President makes his decisions on sabbatical leaves for the 2016-17 academic year.
9-19 December 2016	Staff members in the Office of Academic Affairs prepare sabbatical award letters for electronic distribution to sabbatical recipients.