UNAC Sabbatical Application and Review Schedule

Periods of sabbatical leave must be applied for a year in advance. For example, to take leave in AY15-16, you must submit your application by October 24, 2014.

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| Action(s) | Date |
| **Deadline for submitting application to Department Chair.** | **October 24** |
| Department Chair informs Dean (and institute director, if applicable) of those applying for leave. | October 26 |
| Department Chair recommendation completed. | November 8 |
| Applications forwarded to college/school review committee via Dean. | November 9 |
| College/school committee recommendation completed; file submitted to Dean. (Dean consults with Director/Dean in the case of joint appointments.) | November 21 |
| Dean advises candidate of college recommendation; recommendation submitted to the Provost. | December 14 |
| Chancellor announces sabbatical leave awards. | January 18 |

*For additional information, please contact Jennifer Hoppough in the Provost’s Office at*

[*jahoppough@alaska.edu*](mailto:jahoppough@alaska.edu) *or by calling (907) 474-7096.*