

**REPORTING PROCESS AND TIMELINE FOR SUBMITTING
SABBATICAL APPLICATIONS AND FOLLOW-UP REPORTS
TO THE OFFICE OF THE PROVOST**

Note: The Sabbatical Application form is available at <https://www.seattleu.edu/academicaffairs/policies/>.

The policy on Sabbaticals may be found in the Faculty Handbook, Section VIII.

The following deadlines are approximate depending on the day of the week in which they fall. If a deadline falls on a weekend or holiday, the due date will be the next work day. Please note that the deadlines below denote dates that work best for the Office of the Provost in terms of processing documents from your office. We recognize, however, that your office may need to establish earlier school/college deadlines for your own purposes.

The first three deadlines occur in the academic year preceding the proposed sabbatical leave year:

November 1—Deadline for Faculty Sabbatical Applications to his/her Dean or Director.

December 1—Deadline for Deans' approved Sabbatical Applications to be forwarded to the Office of the Provost. If possible, please send applications as a group, not individually.

March 1—Final deadline for Provost approval/rejection notification to the faculty member.

The remaining deadline occurs following the sabbatical leave:

Report of Accomplishments During Sabbatical Leave: Upon completion of the sabbatical leave, the faculty member will provide a written report on the accomplishments of the leave. This report will be submitted to the Dean and the Provost no later than the end of the quarter or semester in which the faculty member returns to full-time instructional status.

Dean will then forward faculty members' written reports with any feedback from the Dean to the Office of the Provost within the following month—around Jan. 15, April 15, or July 15 depending on when faculty member returns to full-time teaching.