



SAN DIEGO STATE  
UNIVERSITY

**SABBATICAL AND DIFFERENCE-IN-PAY LEAVE APPLICATION TIMELINE  
2017-2018 ACADEMIC YEAR  
(Leave to be taken 2018-2019)**

<b>Week of Aug 7, 2017</b>	Faculty Advancement provides eligibility lists and information regarding Sabbatical and Difference-in-Pay leaves for the 2018-2019 academic year to deans' offices.
<b>Fri, Sept 15, 2017</b>	Faculty members submit applications to department chairs/school directors.
<b>Wed, Sept 27, 2017</b>	Provost forwards leave allocations to Deans.
<b>Fri, Oct 6, 2017</b>	Departmental/School recommendations due to college committee.  <i>Note: Before submitting to college committee, only applications deemed not worthy should be sent back to applicant for revision and reviewed again by the committee. AY Sabbatical leave requests are not included in the rankings as per the Collective Bargaining Agreement.</i>
<b>Mon, Nov 13, 2017</b>	College committee recommendations and rankings due to Deans.
<b>Mon, Nov 20, 2017</b>	College committees' and deans' recommendations and rankings and all original applications (positive & negative) due to the Provost via Faculty Advancement.  <i>Note: For both Sabbatical and Difference-in-Pay leave applications, any applicants "not recommended" by the dean must be notified in writing, giving the reasons.</i>
<b>Week of Dec 4, 2017</b>	Deadline for Provost to mail Sabbatical and Difference-in-Pay leave decision letters to applicants.

**FINAL REPORT DUE DATES**

<b>Mon, Oct 16, 2017</b>	Final reports for Sabbatical/Difference-in-Pay leaves taken 2016-17 AY submitted to the AVP of Faculty Advancement
<b>Mon, Oct 15, 2018</b>	Final reports for Sabbatical/Difference-in-Pay leaves for the 2017-18 AY submitted to the AVP of Faculty Advancement.