

**Southern Connecticut State University**

**Calendar for Sabbatical Leave 2024-2025**

Aug. 30	Candidates begin to assemble file. Forms and guidelines available at faculty Senate Website: <a href="https://inside.southernct.edu/faculty-senate">https://inside.southernct.edu/faculty-senate</a>
Sept. 16	Candidates notify the following three offices of their intention to apply for sabbatical leave: 1. Appropriate Chairperson, 2. Department Sabbatical Committee or equivalent, 3. Office of Human Resources (email both <a href="mailto:carsond1@southernct.edu">carsond1@southernct.edu</a> and <a href="mailto:sabbaticalhr@southernct.edu">sabbaticalhr@southernct.edu</a> ).
Sept. 23	Candidates forward their sabbatical leave file as one PDF document to the Department Sabbatical Committee (or equivalent) and the Department Chairperson.
Oct. 31	The Department Chairperson and Sabbatical Committee transmit their written recommendation to the office of Human Resources (email both <a href="mailto:carsond1@southernct.edu">carsond1@southernct.edu</a> and <a href="mailto:sabbaticalhr@southernct.edu">sabbaticalhr@southernct.edu</a> ) and to the candidate via email.
Nov. 1- Nov. 4	Candidates have 4 days to add the Department Chairperson's and Department Sabbatical leave recommendations and any written response and/or additional supporting materials to their sabbatical leave file as one PDF document.
Nov. 8	Candidates forward their sabbatical leave file as one PDF document to the University Sabbatical Leave Committee <a href="mailto:sabbaticalcomm@southernct.edu">sabbaticalcomm@southernct.edu</a> and to the Office of Human Resources (email both <a href="mailto:carsond1@southernct.edu">carsond1@southernct.edu</a> and <a href="mailto:sabbaticalhr@southernct.edu">sabbaticalhr@southernct.edu</a> ).
Dec. 5	The University Sabbatical Committee completes its deliberations and transmits its recommendations to the President of the University.
Dec. 6	The University Sabbatical Committee forwards the PDF Sabbatical files to the President of the University.
Dec. 20	The President notifies the candidates whether or not sabbatical leaves have been granted.
Feb. 6	The President notifies the Board of Regents of the action that has been taken concerning sabbaticals. Sabbatical leave files are archived by Human Resources.