

Southern Connecticut State University

Calendar for Sabbatical Leave 2024-2025

Aug. 29	Candidates begin to assemble file. Forms and guidelines available at faculty Senate Website: https://inside.southernct.edu/faculty-senate
Sept. 15	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 carsond1@southernct.edu and sabbaticalhr@southernct.edu).
Sept. 22	Candidates forward their sabbatical leave file as one PDF document to the Department Sabbatical Committee (or equivalent) and the Department Chairperson.
Oct. 30	The Department Chairperson and Sabbatical Committee transmit their written recommendation to the office of Human Resources (email both carsond1@southernct.edu and sabbaticalhr@southernct.edu) and to the candidate via email.
Oct. 31- Nov. 3	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. 7	Candidates forward their sabbatical leave file as one PDF document to the University Sabbatical Leave Committee sabbaticalcomm@southernct.edu and to the Office of Human Resources (email both carsond1@southernct.edu and sabbaticalhr@southernct.edu).
Dec. 4	The University Sabbatical Committee completes its deliberations and transmits its recommendations to the President of the University.
Dec. 5	The University Sabbatical Committee forwards the PDF Sabbatical files to the President of the University.
Dec. 19	The President notifies the candidates whether or not sabbatical leaves have been granted.
Feb. 5	The President notifies the Board of Regents of the action that has been taken concerning sabbaticals. Sabbatical leave files are archived by Human Resources.