



Date: August 09, 2012

will forward the application packet and DCHS Rank and Tenure Committee's recommendation to the DCHS Dean. The Dean will make a support/no support recommendation documented in letter format. The complete application packet, DCHS Rank and Tenure Committee's recommendation and Dean's recommendation statement will be submitted to the University Vice President of Academic Affairs who will make the final determination.

**Application Timeline**

- August 1 Faculty member submits Sabbatical Leave Application Proposal to the Departmental Chair (or Program Director, if applicable) or Dean as appropriate and indicated above (i.e., if faculty member is a Chair). If submission is to a Chair or Program Director, the Chair or Program Director is to notify the Dean in writing
- September 1 Departmental Chair (or Program Director, if applicable) or Dean submits Sabbatical Leave Application Proposal to the DCHS Rank and Tenure Committee. The Chair/Program Director/Dean includes his/her letter of support/nonsupport.
- September 15 Chair of the DCHS Rank and Tenure Committee submits the Sabbatical Leave Application Proposal and Chair/Program Director/Dean letter of support/nonsupport to the DCHS Dean with the Rank and Tenure Committee's statement of support/nonsupport.
- October 1 DCHS Dean submits Sabbatical Leave Application Proposal and accompanying letters of support/nonsupport to the Vice President of Academic Affairs.