

**SCHEDULE FOR SABBATICAL AND PROFESSIONAL FACULTY
DEVELOPMENT LEAVE PROGRAMS**

October 14, 2002

Memorandum to faculty and A&P staff (through deans, department chairs or division directors) advising them of program requirements, where applications are available, and deadline for submission.

October 14, 2002

Memorandum to Deans and Directors of the Environmental Sciences Institute and Libraries from the Provost advising of committee members to be elected.

October 28, 2002

Academic Deans to report names of elected committee representatives.

November 12, 2002

Deadline for receipt of completed applications (signed, after consultation with those individuals indicated on page 2 of the Professional/Development Leave application and page 3 of the Sabbatical leave application).

November 20, 2002

Committee to be convened by the Provost and Vice President for Academic Affairs for orientation and election of a chairperson. Copies of all applications will be delivered to the committee chairperson.

November 26 – December 04, 2002

During this period, the committee will meet to evaluate applications and submit prioritized Sabbatical Leave recommendations to the Provost and Vice President for Academic Affairs with applications and supporting materials.

December 11, 2002

Prioritized Sabbatical and Professional Development Leave recommendations submitted to the President.

December 16, 2002

Announcement of awards by President.