

Contract language has been crossed out and actual dates for Mesa College for this academic year are written in blue.

2013-2014 Sabbatical Leave Application Timetable

<u>Application Timetable</u>	<u>Activity</u>
<u>Prior to submission to Dean/Manager</u> (Friday, Feb. 8, 2013)	<u>Submission Deadline</u> <u>Application due to appropriate Department</u> <u>Chair/Supervisor</u>
<u>Third Friday in February</u> (Tuesday, Feb. 19, 2013)	<u>Submission Deadline</u> <u>Application due to School Dean/Manager</u>
<u>Last Working Day in February</u> (Thursday, Feb. 28, 2013)	<u>Application Due to the Mesa College</u> <u>Professional Development Committee</u> <u>in the Academic Senate Office, Room A117</u>
<u>(Wednesday, March 20, 2013)</u>	<u>Selection of Applicants by College</u> <u>Professional Development Committee</u>
<u>No Later Than March 26th</u> <u>(no sooner than five work days</u> <u>after previous deadline)</u> (April 3, 2013)	<u>Selection of Applicants by College</u> <u>Professional Development Committee.</u> <u>Committees report unused Sabatical Leaves</u> <u>(if any) to AFT and HR for reallocation.</u>
<u>Last Working Day in March</u> <u>(no sooner than five (5) faculty work days</u> <u>after previous deadline)</u> (April 8, 2013)	<u>College Committees reallocate any</u> <u>additional leaves and sends final</u> <u>recommendations to College Vice President</u>
<u>April 7th</u> <u>(no sooner than five (5) work days</u> <u>after previous deadline)</u> (Monday, April 15, 2013)	<u>College Vice President reviews, signs and</u> <u>sends to President with recommendations</u>
<u>April 21st</u> <u>(no sooner than five work days</u> <u>after previous deadline)</u> (Friday, April 22, 2013)	<u>Applicants notified about sabbatical by</u> <u>the President</u>

NOTE: If any date listed below falls on a weekend or holiday, the new date shall be the first working day following the listed date.