

**SAN DIEGO MESA COLLEGE ACADEMIC SENATE
 PROFESSIONAL ADVANCEMENT COMMITTEE (PAC)
 2016-2017 SABBATICAL APPLICATION TIME TABLE**

STEP IN APPLICATION PROCESS	DEADLINE
Application due to Department Chair or Supervisor	Friday - February 5, 2016
Application due to School Dean or Manager	Friday - February 19, 2016
Application due to the Professional Advancement Committee Mesa College – Room A117	Friday - February 26, 2016
Professional Advancement Committee selection of 2016-2017 Sabbatical recipients. Report of any allocated sabbaticals not awarded to the American Federation of Teachers (AFT) and the Human Resources Office.	Wednesday - March 16, 2016
The PAC may allocate any additional leaves available and the final recommendations are forwarded to the Mesa College Vice President of Instruction (VPI).	Thursday - March 31, 2016
The Mesa College Vice President of Instruction reviews, signs and forwards the PAC's recommendations to the Mesa College President	Thursday - April 7, 2016
The Mesa College President notifies the Sabbatical Applicants of the outcomes of their applications.	Thursday – April 21, 2016