

Sabbatical Leave Process for School of Health Professions Faculty December 1-July 1 Page 2 Verify Submit list, chart, Receive Faculty Affairs/VCAA Break in applicants meet Prepare calculation for Chancellor Memo approvals and process until Receive signed criteria; Sabbatical Leave Salary Prepare and send 2 Receive and Congratulation congratulation after budget Contracts; file 1 prepare list of and Repayment original agreement signed Memo to Memos from load applicants; rank Amount for each forms, salary copy, send 1 copy Contracts; Chancellor by mid-Chancellor; send to faculty by July 1; order list if approved applicant by calculation and send to January Memos to necessary the end of June (this is final Memo to each scan and email Stop Chancellor for faculty by midcopy to Dean and the most time approved applicant signature March Chairs consuming step) Dean of Receive copy of SHP Contract by July Department Receive copy of Contract by July Receive copy of Contract by July Receive Receive 2 Sign 2 original 1 Congratulations Faculty original Agreement Memo Agreement forms and forms, Salary return them to Calculation and FA in June Final Memo Yes Chancellor Receive and sign No Review proposed Approve Contracts; Stop Sabbatical Leaves Request? return to FA