

MEMORANDUM

TO: Faculty
FROM: Carmen M. Simone, Provost
DATE: October 4, 2011
SUBJECT: *Sabbatical Dates for AY13*

After conversations last week, it has been determined that we should make every effort to fund our sabbatical program during the 2012-2013 academic year. In anticipation of this, and following LCSC policy, we are now calling for sabbatical applications. Due to the time of this announcement, the deadline for submission for application materials has been extended to Monday, October 17, 2011. Please be aware that unanticipated funding changes this spring could impact our decision to offer sabbaticals, but at this point, it is our intention to award *at least one*.

The sabbatical policy can be found in the Policy and Procedures Manual, No. 2114.

Date	Activity
Oct-17-11	Faculty submit sabbatical proposals to the Faculty Development Committee, Division Chair, and Dean
Oct-21-11	Division Chairs submit sabbatical recommendations to the Faculty Development Committee
Oct-21-11	Deans submit sabbatical recommendations to the Faculty Development Committee
Nov-18-11	Faculty Development Committee submits sabbatical rankings to the Provost
Dec-02-11	Provost notifies faculty of sabbatical decisions
Dec-09-11	Faculty notify Provost of acceptance of sabbatical

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