

2025-2026 Sabbatical Application Timeline

Academic Faculty (IFO)	Athletic Coaches, Library, & TRIO Faculty (IFO) + Administrative & Service Faculty (ASF) + Management Personnel	2025-2026 Cycle Dates for 2026-2027 Sabbaticals
Academic Faculty Members must submit their sabbatical application to their Academic School Chair by:	N/A	Friday 10/10/2025
School Chairs forward the application and a statement of recommendation to their Dean/Appropriate Administrator by:	Athletic Coaches, Library Faculty, TRIO Faculty, Administrative & Service Faculty, and Management Personnel submit their sabbatical application to their Immediate Supervisor by:	Friday 11/07/2025
Dean/Appropriate Administrator forwards the application, the School recommendation, and their Dean recommendation to the Provost & VPAA by:	Supervisor forwards the application and a statement of recommendation to the appropriate Vice President or Division Leader by:	Friday 11/21/2025
The Appropriate Vice President or Division Leader reviews, evaluates, and submits all application materials plus all recommendations to the President by:		Friday 12/05/2025
The President notifies all applicants of the approval or denial of their request by:		Friday 12/19/2025
Individuals granted sabbatical must notify the President of their acceptance or the rejection of the sabbatical offer in writing by:		Friday 01/16/2026
Any change requested or authorized must utilize the Approval Form for Sabbatical Change Requests. (See page 2.) Doing so ensures all necessary personnel are aware of requested, pending, and approved changes. Thank you!		

Approval Form for Sabbatical Change Requests

Date			
Name of Sabbatical Applicant			
IFO Roster MSUAASF Management Position		Academic School Department Unit	
Original Sabbatical Semester(s) Dates			
Proposed Change to Sabbatical Semester(s) Dates			
Applicant Comments			
Academic Program Academic School Chair Comments			
Academic Chair Recommendation			
Academic Chair Signature		Date	
Academic Dean Supervisor Comments			
Academic Dean Supervisor Recommendation			
Academic Dean Supervisor Signature		Date	
Vice President Division Leader Comments			
Vice President Division Leader Recommendation			
Vice President Division Leader Signature		Date	
President Comments			
President Recommendation			
President Signature		Date	

CC the appropriate assistants at each level of the hierarchy when routing this form.

Updated: 04/23/2025