

2026-2027 Sabbatical Application Timeline

IFO: Academic / Instructional Faculty	~ IFO: Athletic Coaches, Library, & TRIO Faculty ~ MSUAASF ~ Management Personnel	2026-2027 Application Dates <i>for Sabbaticals to be taken during the 2027-2028 Academic Year</i>
To School Chair By: Academic Faculty Members must submit their sabbatical application to their Academic School Chair.	N/A	Friday 10/09/2026
To Dean By: School Chairs forward the application and <u>all</u> School/Program-level feedback on the application to the Dean. Feedback may include: School and/or Program vote, email feedback, supportive or unsupportive letters, and a Chair statement which summarizes School/Program feedback, offers a professional Chair view, and/or provides notification of included feedback.	To Immediate Supervisor By: Athletic Coaches, Library Faculty, TRIO Faculty, Administrative & Service Faculty (ASF), and Management Personnel submit their sabbatical application to their Immediate Supervisor. If the Immediate Supervisor is also a Vice President, Division Leader, or Executive Cabinet Member, submit your application to that person by this date.	Friday 10/30/2026
To Provost-VPAA By: Deans Office forwards the Faculty application, the School/Program feedback, and the signed Dean recommendation to the Provost-VPAA.	To Vice President By: Supervisor forwards the application and their signed statement of recommendation to the appropriate Division Vice President.	Friday 11/13/2026
To President By: The Appropriate Vice President, Division Leader, or Executive Cabinet member reviews, evaluates, and submits all application materials plus all recommendations to the President.		Friday 12/04/2026
Applicants Notified By: The President notifies all Applicants of the approval or denial of their request.		Friday 12/18/2026
Applicants Accept or Decline, In Writing, By: Individuals granted sabbatical must notify the President of their acceptance or the rejection of the sabbatical offer <u>in writing</u> .		Friday 01/15/2027
Recipients Submit Report on Sabbatical: (IFO Art19.SecC.Subd3) Upon return to the university after the conclusion of the sabbatical, the faculty member shall submit a written report of the results of the sabbatical to the faculty member's immediate supervisor. (MinnState BP 4.7.Part 2. Subpart A.3) The faculty member or administrator awarded such a leave is required, within a specified period of time following return from leave, to submit a report of sabbatical leave activities.	Report Due for Sabbaticals Concluding at the End of Fall Semester:	March 1st
	Report Due for Sabbaticals Concluding at the End of Spring Semester	October 1st
All Sabbatical Reports must be emailed to the Immediate Supervisor with a CC to Academic.Affairs@bemidjistate.edu. The Senior Academic Officer (SAO) / Academic Affairs Office is responsible for reporting to the System Office on <u>all</u> sabbaticals taken by Bemidji State University employees.		
All proposed changes to a sabbatical, and the corresponding approvals or denials, must be documented on a Sabbatical Change Request Form. See page 2.		

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