**California State Polytechnic University, Pomona**

**Fall Semester 2022 Application Period**

**(leave taken in 2023-24 AY)**

**SABBATICAL LEAVE CALENDAR**

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| **October 3, 2022** | Faculty member submits sabbatical application in InfoReady. |
| **October 10, 2022** | Department Chair reviews submitted sabbatical applications and completes the Department Chair/Director’s Evaluation Form (part of the application) for each applicant in InfoReady. Once dept. chair/director eval form is completed for an applicant, InfoReady will send a notification to the dean. |
| **October 24, 2022** | Dean reviews submitted applications and completed Dept. Chair/Director’s Evaluation Forms in InfoReady, and completes the Dean Evaluation Form (part of the application) for each applicant. |
| **November 23, 2022** | Professional Leave Committee makes recommendations to Provost. |
| **February 1, 2023** | Provost notifies faculty members of decision. |