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**California State Polytechnic University, Pomona**  
**2021-22**  
**SABBATICAL LEAVE CALENDAR**

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<b>October 1, 2021</b>	Faculty member submits sabbatical application in InfoReady.
<b>October 8, 2021</b>	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.
<b>October 22, 2021</b>	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.
<b>November 23, 2021</b>	Professional Leave Committee makes recommendations to Provost.
<b>February 1, 2022</b>	Provost notifies faculty members of decision.