### California State Polytechnic University, Pomona
#### 2020-21
##### SABBATIC Leave CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>October 1, 2020</strong></td>
<td>Faculty member emails leave application materials (Policy # 1376) to Department Chair</td>
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<tr>
<td><strong>October 8, 2020</strong></td>
<td>Department chair completes and signs the Department Chair Evaluation Form. Department Chair emails a scanned copy of the form along with the application materials for each candidate to the Dean. The department chair must provide a copy of the Chair’s Evaluation Form to the candidate.</td>
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<tr>
<td><strong>October 22, 2020</strong></td>
<td>Dean completes and signs the Dean/Director Evaluation Form. Dean uploads scanned copy of the form along with the application materials for each candidate to the Professional Leave Applications Blackboard site. The dean must provide a copy of the Dean/Director Evaluation Form to candidate.</td>
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<tr>
<td><strong>November 23, 2020</strong></td>
<td>Professional Leave Committee makes recommendations to Provost.</td>
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<tr>
<td><strong>February 1, 2021</strong></td>
<td>Provost notifies faculty members of decision.</td>
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