**California State Polytechnic University, Pomona**

**Fall Semester 2024 Application Period**

**(leave taken in 2025-26 AY)**

**SABBATICAL LEAVE CALENDAR**

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| **October 17, 2024** | Faculty member submits sabbatical application in InfoReady (an online platform). |
| **October 24, 2024** | Department Chair reviews submitted sabbatical applications and completes the Department Chair Evaluation Form (part of the application) for each applicant in InfoReady. Once dept. chair eval form is completed for an applicant, InfoReady will send a notification to the dean. |
| **November 7, 2024** | Dean reviews submitted applications and completed Dept. Chair Evaluation Forms in InfoReady, and completes the Dean/Director’s Evaluation Form (part of the application) for each applicant. |
| **December 11, 2024** | Professional Leave Committee makes recommendations to Provost. |
| **February 3, 2025** | Provost notifies faculty members of decision. |