2026-2027 Deadline Dates for Sabbatical Leave Application Process (For Sabbaticals to be Taken in Academic Year 2027-2028)

2026	
December 4, 10-11AM	College workshops to advise potential applicants.
By end of November	College Presidents notify faculty of sabbatical application deadline date: February 10, 2027
2027	
February 10	Applications for faculty sabbatical leave due electronically to College Presidents.
February 12	College Presidents to send a list of faculty requesting sabbatical leave for 2027-2028 to jplanchon@4cd.edu
February 12	Human Resources will review applicant's eligibility for sabbatical leave
February 19	Human Resources to notify College Presidents of Sabbatical application eligibility for 2027-2028
March 1	Applications are due electronically to the District Office: jplanchon@4cd.edu
March 8	Applications posted on SharePoint for review by the Sabbatical Leave Committee
March 9 to March 22	Sabbatical Leave Committee reviews applications on SharePoint
March 29	Sabbatical Leave Committee meeting, Monday, 9:00 AM – 12:30 PM, at the District Office, to discuss, rank, and approve applications.
March 29	Summary of application rankings to Sabbatical Leave Committee
April 2	Letters to applicants not selected prepared and mailed. Summary of application rankings to Associate Vice Chancellor/Chief Financial Officer and the United Faculty President. Memo sent to College Presidents requesting sabbatical leave replacement recommendations.
April 8	Recommendations on faculty replacements due to Chancellor from College Presidents. Presidents should have consulted with United Faculty President and/or Vice President on department/division recommendations.
April 13	AVC/CFO submits to Chancellor and the United Faculty President calculations of applications for sabbatical leave based on college replacement recommendations and available funds, and schedules a meeting as needed with UF President to review calculations.
April 19	Prepare applications for Governing Board meeting.
May 12	Governing Board meeting – action on recommended applications. (Applications must be approved no later than the May Board meeting so faculty can make preparations)
Week of May 17	Letters and agreements prepared and mailed to applicants.