

Contract language has been crossed out and actual dates for Mesa College for this academic year are written in blue.

2010-2011 Sabbatical Leave Application Timetable

<u>Application Timetable</u>	<u>Activity</u>
<u>August</u>	<u>Fall FLEX Workshop on Sabbatical Process at Mesa</u>
<u>January</u>	<u>Spring FLEX Workshop on Sabbatical Process at City</u>
<u>Prior to submission to Dean/Manager (Wednesday, Feb. 10, 2010)</u>	<u>Application reviewed and recommendations made by appropriate Department Chair/Supervisor</u>
<u>Third Friday in February (Friday, Feb. 19, 2010)</u>	<u>Submission Deadline Application due to School Dean/Manager</u>
<u>Last Working Day in February (Friday, Feb. 26 2010)</u>	<u>Application Due to the Mesa College Professional Development Committee in the Academic Senate Office, Room A117</u>
<u>No Later Than March 21st (Friday, March 19, 2010)</u>	<u>Selection of Applicants by College Professional Development Committee</u>
<u>No Later Than March 26th (no sooner than five work days after previous deadline) (Friday, March 19, 2010)</u>	<u>Selection of Applicants by College Professional Development Committee. Committees report unused Sabatical Leaves (if any) to AFT and HR for reallocation.</u>
<u>Last Working Day in March (no sooner than five (5) faculty work days after previous deadline) (Wednesday, March 24, 2010)</u>	<u>College Committees reallocate any additional leaves and sends final recommendations to College Vice President</u>
<u>April 7th (no sooner than five 5) work days after previous deadline) (Wednesday, April 7, 2010)</u>	<u>College Vice President reviews, signs and sends to President with recommendations</u>
<u>April 21st (no sooner than five work days after previous deadline) (Wednesday, April 21, 2010)</u>	<u>Applicants notified about sabbatical by the President</u>

NOTE: If any date listed below falls on a weekend or holiday, the new date shall be the first working day following the listed date.