

**SOUTHWEST MINNESOTA STATE UNIVERSITY**  
**SABBATICAL LEAVE REQUEST TIMELINES**  
**(FOR SABBATICALS TAKEN DURING ACADEMIC YEAR 2023-2024)**

Article 19, Section C of the current Agreement between the MnSCU Board of Trustees and the Inter Faculty Organization governs the awarding of sabbatical leaves. Sabbatical leave requests and the awarding of sabbatical leaves for the 2023-2024 academic year will be in accordance with the calendar below.

**Monday, October 3, 2022**

A faculty member who plans to submit a proposal for a sabbatical leave notifies the appropriate Dean in writing, with copy to the department via the chair, of the intention to apply, identifying the term(s) that the faculty member intends to be on leave.

**Monday, October 17, 2022**

The faculty member's proposal for sabbatical leave shall include a written plan consistent with the purpose outlined in Sec. C, Subd. 3 of Article 19, submitted to Dean. The faculty member shall agree in writing to return to the university after the conclusion of the sabbatical and provide twelve (12) credits of instruction or an equivalent amount of non-credit generating faculty work for each semester of leave taken. [Sabbatical Form and Directions](#)

Upon return to the university after the conclusion of the sabbatical, the faculty member shall submit a written report of the results of the sabbatical to the faculty member's immediate supervisor. (Article 19, Sec. C, Subd. 3). The written report should be submitted no later than thirty (30) days after the beginning of the semester that follows the sabbatical leave.

**Monday, November 7, 2022**

Dean submits recommendations to the Provost.

**Monday, November 14, 2022**

Provost submits recommendations to the President.

**Monday, December 5, 2022**

President notifies the applicant, the department, and SMSUFA via the Association President of the decision.

If the faculty member who is awarded a sabbatical leave desires to change the broad outlines of the sabbatical leave proposal, the faculty member must submit a revised proposal. Failure to do so may result in the faculty member being required to refund to the University the funds awarded during the leave period.