

SABBATICAL LEAVE IMPORTANT DATES:	ACAC
September 2018	Sabbatical Leave Committee of 3 tenured chairpersons appointed by President/ACAC appoints representative
October 15, 2018	Deadline for Chairperson/Assistant Chairperson applying for sabbatical to submit letter of intent to ACAC President
November 1, 2018	1) Vice President for Academic Affairs and ACAC President certify applicant eligibility for sabbatical and notify applicant
November 15, 2018	Deadline for Vice President of Academic Affairs to notify applicants of their eligibility to apply for sabbatical leave
December 1, 2018	1) Deadline for Applications to be submitted to ACAC Sabbatical Leave Committee and division dean
February 15, 2019	Date by which Vice President of Academic Affairs needs recommendation of ACAC Sabbatical Leave Committee
March 1, 2019	1) Vice President of Academic Affairs notifies applicants of his recommendation on their application 2) Vice President of Academic Affairs makes recommendation to CCM President
March 31, 2019	CCM President recommendation to Board of Trustees
April 2019	Board Vote on CMM President's recommendation