



April 30, 2015

To: F. King Alexander  
President & Chancellor

From: Stuart R. Bell *Jane Cassidy for SREDE*  
Executive Vice President and Provost

Re: Review of Sabbatical Leave Requests and Promotion/Tenure Recommendations

The following schedules have been established for review of sabbatical leave requests and promotion/tenure recommendations for calendar year 2015.

**SABBATICAL LEAVE REQUESTS**

Action	Fall 2015
Requests due in Human Resource Management	October 19, 2015
Individual reviews by Provost, Vice Provost and Vice President for Research & Economic Development	November 2, 2015
Collective review by Provost, Vice Provost and Vice President for Research & Economic Development	November 23, 2015
Final Campus Review by Provost	November 30, 2015
Returned to Human Resource Management for Processing	December 7, 2015

**PROMOTION/TENURE RECOMMENDATIONS**

Action	Spring 2015 (Mid-Year)	Fall 2015
Recommendations due in Human Resource Management	April 27, 2015	December 4, 2015
Copies forwarded to Graduate School for review by Graduate Council	May 11, 2015	December 18, 2015
Returned to Human Resource Management from Graduate Council	May 25, 2015	January 22, 2016
Copies forwarded to Academic Affairs for individual reviews by Provost, Vice Provost and Vice President for Research & Economic Development	June 1, 2015	January 29, 2016
Collective review by Provost, Vice Provost and Vice President for Research & Economic Development	June 22, 2015	February 19, 2016
Final Campus Review by Chancellor and Provost	July 6, 2015	February 26, 2016
Returned to Human Resource Management for Processing	July 20, 2015	March 1, 2016

cc: A.G. Monaco, Associate Vice President for Human Resource Management  
Jane Cassidy, Senior Vice Provost  
Kalliat T. Valsaraj, Vice President for Research & Economic Development  
Gary Byerly, Graduate School Dean  
Mimi Singer, Executive Director Human Resource Management