Application Approval Path Diagram

NOVEMBER

Applicants submit sabbatical leave application packets to appropriate dean, director, or supervisor by **Nov. 17, 2023**.

NOVEMBER/ DECEMBER

Deans/directors/ supervisors approve applications, and applicants submit completed applications to HR by **Dec. 1, 202**3.

HR submits sabbatical leave application packets to the sabbatical leave committee for consideration.

DECEMBER/ JANUARY

Sabbatical leave committee reviews application packets and submits recommendations to the campus provosts for consideration.
Recommendations are due to HR by Dec. 21, 2023.

Campus provosts will receive packets by **Jan. 5, 2024**.

JANUARY

Campus provosts review application packets and submit recommendations to SVPCO by Jan. 19, 2024.

FEBRUARY/MARCH

The SVPCO reviews application packets and submits recommendations to District President Dr. Neil Matkin for consideration and presentation to the Board of Trustees for approval at its **March** meeting.

LATE MARCH

Notification Process

Following consideration by the Collin Board of Trustees, appropriate ELT members notify applicants (w/copy to HR) of the final status of sabbatical applications.