



AY2021-22 CALENDAR OF DATES AND DEADLINES (May 16, 2021 through Aug 15, 2022) timestamp: 16 July 2021

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Major Events: Please check relevant websites for updates, particularly important for the 2021-22 academic year

Convocation	Commencement/Graduation	Board of Trustees Quarterly	Faculty Senate
<p>Convocation marks the beginning of the academic year and beginning of a student's career.</p> <p>For updates, please check: https://www.clemson.edu/registrar/academic-calendars/</p>	<p>Graduation ceremonies: https://www.clemson.edu/registrar/graduation/</p> <p>Doctoral hooding ceremonies: https://www.clemson.edu/graduate/students/commencement</p>	<p>July 15-18, 2021 Sept 30-Oct 1, 2021 Feb 2022 Apr 2022</p> <p>The Board meets on a quarterly basis. Its role is to govern through establishment of policies that ensure academic quality and freedom, protect the University's financial security and ensure efficient and effective administration.</p> <p>https://www.clemson.edu/administration/bot/</p>	<p>July 13, 2021 Aug 10, 2021 Sept 14, 2021 Oct 12, 2021 Nov 9, 2021 Dec 14, 2021 Jan 11, 2022 Feb 8, 2022 March 8, 2022 April 12, 2022 May 10, 2022 June 14, 2022 Aug 9, 2022</p> <p>The Faculty Senate serves as the official representative body of the faculty.</p> <p>https://www.clemson.edu/faculty-staff/faculty-senate/</p>



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Information about other University committees, task forces, commissions: <https://www.clemson.edu/faculty-staff/faculty-senate/shared-governance/committees/>

Organization of Academic Department Chairs (OADC)	Provost's Annual Chairs Retreat	General Education Program Retreat	Faculty Orientation & General Faculty Meeting	Academic Council	Tenure, Promotion and Reappointment (TPR) Workshops
Aug 25, 2021 Sept 8, 2021 Sept 22, 2021 Oct 27, 2021 Nov 17, 2021 NO DEC MEETING Jan 26, 2022 Feb 9, 2022 Feb 23, 2022 Mar 9, 2022 Apr 27, 2022 May 25, 2022 Regular meetings occur on the 4 th Wed monthly Exceptions: Nov (Thanksgiving) and March (Spring Break and TPR Roadshows). In September and February, there are two meetings (2 nd and 4 th Wednesdays).	Aug 11, 2021 Aug 10, 2022	Aug 12, 2021	Aug 16, 2021 Aug 15, 2022 Purpose: welcome and orient new faculty and provide opportunity for all current faculty to be updated on resources and opportunities for faculty success at the University level. A General Faculty Meeting is held once at the beginning of the academic year. This meeting will take place on the same day as faculty orientation and is organized and run by the Faculty Senate Office.	Oct. 11, 2021 Dec. 13, 2021 Feb. 14, 2022 Apr. 11, 2022 The Academic Council meets after the University curriculum committees have met to review and recommend academic policy to the Provost.	All-College TPR lunch (OADC + TPR chairs) Sept/Oct 2021 TBD College-by-College TPR Roadshow (Week of March 28, by College) Annual Goals-setting discussion groups, all faculty May TBD



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Major Events: Please check relevant websites for updates

information about SC Commission on Higher Education: <https://www.che.sc.gov/MeetingsEvents.aspx>

South Carolina Commission on Higher Education (CHE)

Full Commission		Executive Committee	Academic Affairs & Licensing (CAAL)
	Sept 2, 2021	Aug 24, 2021	Aug 26, 2021
	Nov 4, 2021	Oct 26, 2021	Oct 28, 2021
	Dec 2, 2021	Nov 23, 2021	
		Dec 14, 2021	

Finance & Facilities		Access & Equity and Student Services	
	Aug 5, 2021		Sept 2, 2021
	Sept 2, 2021		Nov 4, 2021
	Nov 4, 2021		Dec 2, 2021
	Dec 2, 2021		

For additional information about the above committees and other CHE activities, refer to updated calendars, materials and archives on the CHE website. Additional dates beyond December 2021 will be posted by CHE on the website link posted at the top of this page as the year progresses.

Faculty Activity Reporting (DigitalMeasures-Activities) and Annual Reviews and Goals/Workload Workflow Summary

The activities review period covers May 16, 2020 to May 15, 2021.

The Goals/Workload workflow (DM-Goals) is separate from DM-Activities. (see Table 5-b on this page).

New faculty hired during the review period must enter their goals for 2021-22 into DigitalMeasures within 2 weeks of hire date.

Table 5-a: DM-Activities Calendar (annual activity reporting and reviews)

June 15, 2021	Faculty complete entry of AY2020–21 accomplishments, review/reflect on AY2020–21 goals/workload, and enter AY2021-22 goals/workload all using DigitalMeasures (https://www.clemson.edu/provost/digital-measures/) Activities are to be reported for May 16, 2020 – May 15, 2021.
May 16, 2021- Sept 10, 2021	Department Chairs: review AY2020–21 accomplishments; and prepare annual review documents and entries in DigitalMeasures. This step auto-advances to faculty Sept 13, 2021. Sept 10-13 is considered time for Department Chairs to confirm and finalize.
Sept 24, 2021	Faculty member acknowledges receipt of AY2020–21 annual review from Department Chair. The faculty member has the right to file a disclaimer to the evaluation within 10 calendar days of its receipt. Note that the Department Chair will respond to any disclaimers and revise the evaluation if appropriate.
Oct 22, 2021	Deans complete and sign the AY2020–21 reviews
Nov 5, 2021	Faculty member has the right to file a disclaimer to the Dean’s annual review of AY2020–21 by this date
Nov 19, 2021	Dean response to all AY2020–21 disclaimers are completed for final faculty receipt acknowledgement
Dec 3, 2021	Provost acknowledges disclaimers; Provost and Dean take required actions
June 15, 2022	Faculty complete entry of AY2021–22 accomplishments, review/reflect on AY2021-22 goals/workload and enter AY2022–23 goals/workload no later than this date in the system; Faculty should confirm date for this deadline with their Department Chairs as department-specific deadlines may be earlier. Activities are to be reported for May 16, 2021 – May 15, 2022.

Table 5-b: DM-Goals Calendar (goals and workload)

Sept 15, 2021	DM-Goals workflow opens to allow faculty to enter goals and workload information
Oct 19, 2021	Faculty members finalize AY2021-22 goals and workload entry before this archival date (see January 11 th date)
Dec 6, 2021 – Jan 11, 2022	If necessary, faculty can discuss revising AY2021-22 goals and/or anticipated workload adjustments with their Department Chair and revise in DigitalMeasures. This requires Department Chair approval. Goals and workload are archived for the rest of the academic year. If a Department Chair needs to facilitate re-opening for a faculty member, contact DMadmin@clemson.edu
Jan 12, 2022	DM-Goals workflow is archived for AY2021-22 goals and workload

Annual Review Cycle viewed by deadline and responsible party: 2021-22 cycle (first table) and start of 2022-23 cycle (second table)

Activities and accomplishments are reported in DigitalMeasures-**Activities**

Goals and workloads are entered, with a revision window closing Jan 11, 2022, in DigitalMeasures-**Goals**

The review process workflow takes place in DigitalMeasures-**AnnualReview** (annual reviews use activities and goals/workload)

For new faculty hired during the review period, Goals for 2021-22 must be entered into DigitalMeasures within 2 weeks of hire date.

University deadlines: your department and/or College may have earlier deadline dates. Please contact your department chair to verify appropriate dates.

Action: 2021-22 Review Cycle	University Deadline	Responsible Party
Faculty document AY2020-21 activities <ul style="list-style-type: none"> May 16, 2020 - May 15, 2021 accomplishments 	June 15, 2021	Faculty member under review
Department chairs complete review of AY2020-21 accomplishments and prepare annual evaluations	June 15 - Sept 10, 2021 Deadline: Sept 10, 2021	Department Chair
AY2020-21 evaluation of academic personnel by Department Chair acknowledged by faculty member. Faculty may file an AY 2020-21 disclaimer to the departmental review within 10 calendar days of receipt of review	Earlier of 10 calendar days after receipt of review from department chair or Sept 20, 2021	Faculty member under review
The Department Chair may respond to any disclaimers and revise the evaluation if appropriate.	Earlier of 10 calendar days after receipt of faculty disclaimer or Sept 30, 2021	Department Chair
Deans complete and sign the AY2020-21 review	Oct 22, 2021	Dean
Evaluation of academic personnel by Dean acknowledged by faculty member		Faculty member under review
Optional: Faculty file AY2020-21 disclaimers to Dean review	Nov 5, 2021	Faculty member under review
Dean AY2020-21 disclaimer responses are completed for final faculty receipt acknowledgement	Nov 19, 2021	Dean
Provost acknowledges disclaimers; Provost and Dean take required actions	Dec 3, 2021	Provost

Action: 2022-23 Review Cycle	University Deadline	Responsible Party
Faculty enter goals / workload for 2021-22 and finalize with Department chair: (Anticipated May 16, 2021 - May 15, 2022 accomplishments)	Oct 19, 2021	Faculty member under review / Department Chair
Optional: faculty revise AY2021-22 goals and / or workload. This requires chair approval. Since goals and workload are archived, the goals area will have to be re-opened by the chair.	Dec 6, 2021 - Jan 11, 2022	Faculty member under review / Department Chair
Faculty document AY2021-22 accomplishments <ul style="list-style-type: none"> May 16, 2021 - May 15, 2022 accomplishments 	June 15, 2022	Faculty member under review

Tenure and promotion candidate reviews and decisions: tenure track faculty and applicants for promotion to Senior or Principal Lecturer

All dates below are the last possible deadline dates to stay on track. Please refer to departmental guidelines which may be earlier.

The promotion and tenure review process takes place as two workflows in DigitalMeasures <https://www.clemson.edu/provost/digital-measures/>:

- 1) **TPRprecheck** is for filing intention to submit and is used to provide time to verify the candidacy calendar plus procure commitment from external evaluators to review full dossiers sent to them in the fall semester.
- 2) **TPRworkflow** is where dossier files are curated and submitted, and where the review process letters, disclaimers and signatures are routed and curated.

2021-2022 Review cycle (Review steps begin Spring 2021 for decisions communicated by May 16, 2022)

May 15, 2021	Candidate files intention to submit in DigitalMeasures- TPRprecheck . Intention to submit is the request for review and evaluation of dossier for promotion and/or tenure. Minimum: long CV (label as draft to differentiate from review dossier version to be submitted Fall 2021) and list of proposed external evaluators using the dossier form provided.
Aug 16, 2021	Last date for a candidate to change their intention to submit their dossier for review. *** applications for tenure and 8 th year promotion to senior lecturer may not be withdrawn without a negative decision
Aug 31, 2021	Tenure/promotion/reappointment (TPR) committees confirmed as complete and correct in DigitalMeasures- TPRworkflow ; department chair confirms any updates to existing committees or addition of new committees with Institutional Research (DMadmin@clemson.edu)
Sept 28, 2021	Candidate DigitalMeasures- TPRworkflow files are completed, uploaded, and available to department chairs and TPR committees
Dec 7, 2021	Department chair review complete with letter loaded in DigitalMeasures- TPRworkflow
Dec 9, 2021	TPR committee reviews complete with letters loaded in DigitalMeasures- TPRworkflow
Dec 20, 2021	Candidate has read reviews for department chair and TPR committee chair and signed notebook online, forwarding the dossier to the Dean .
Dec 21, 2021	Dean can begin review of all TPR dossiers within College
Jan 14, 2022	TPR chair / advisory committee has met with the Dean, as authorized by college bylaws
Jan 28, 2022	If applicable according to College Bylaws: Department chair / advisory committee has met with the Dean
Feb 11, 2022	Dean reviews are complete with letters uploaded in DigitalMeasures- TPRworkflow .
Feb 22, 2022	All candidates have read reviews and signed notebook and moved to the Provost level.
Feb 23, 2022	Complete DigitalMeasures- TPRworkflow dossier (with all letters) due to the Provost .
April 13, 2022	Promotion and tenure recommendation / files are due to the President for review
May 16, 2022*	The outcome of promotion and tenure letters, as denoted by the Provost and the President, are due to faculty members.
May 16, 2022* Hard deadline	Terminal year non-renewal letters are due to non-tenured regular faculty after 2 or more years of service (including those in the penultimate year not granted tenure). Termination letters are due to faculty having completed 2 or more years of service at least 12 months before the appointment expiration.

* Date determined by Clemson University Faculty Manual

TPR “precheck” for tenure and promotion candidates (“Intent to submit”)

Purposes: starts the conversation for cross-checking eligibility and dates; serves the TPR committees by providing time to secure external evaluator commitment to review final dossier. Note that faculty that have the option to not move forward for review can change intent early in the Fall semester (see below note). Applications for tenure and 8th year promotion to senior lecturer may not be withdrawn without a negative decision.

TPRprecheck and preparation for 2022-23 review cycle: tenure track faculty for promotion and/or tenure and applicants for promotion to Principal or Senior Lecturer

All dates below are the **last possible deadline** dates to stay on track. Please refer to departmental guidelines which may be earlier.

2022–2023 Review cycle (Review steps begin Spring 2022 for decisions communicated by May 16, 2023)

March 15, 2022	Candidate files intention to submit in DigitalMeasures-TPRprecheck Intention to submit is the request for review and evaluation of dossier for promotion and/or tenure. Minimum: long CV (label as draft to differentiate from review dossier version to be submitted Fall 2020) and list of proposed external evaluators using the dossier form provided.
Aug 15, 2022	Last date for a candidate to change their intention to submit their dossier for review. Applications for tenure and 8 th year promotion to senior lecturer may not be withdrawn without a negative decision
Aug 30, 2022	Tenure/promotion/reappointment (TPR) committees confirmed as complete and correct in DigitalMeasures-TPRworkflow; department chair confirms any updates to existing committees or addition of new committees with Institutional Research (DMadmin@clemsun.edu)

Post-tenure review (contact APFA@clemsun.edu about likely cases so that dates can be reviewed and confirmed on a case-by-case basis, some details vary by unit)

Aug 27, 2021	Post-tenure review (PTR) committees appointed; department chair sets up committees in DM-TPRworkflow system
Dec 3, 2021	PTR materials (if appropriate) are due to PTR committee
April 15, 2022	Part II PTR recommendations/files from PTR committees and chairs are due to the Dean
May 13, 2022	Part II PTR files, with one or more negative chair/PTR committee recommendations, are due to the Provost with a spreadsheet listing the names and outcomes of all post-tenure reviews.
Aug 6, 2022	Part II PTR files, received by the Provost with one or more negative chair / PTR committee recommendations, are returned to the Dean . The Provost distributes the final outcome letter.
Aug 13, 2022	Copies of letters sent by the Dean to all Part I PTR applicants are due to the Provost .

Reappointment review deadlines: 9- and 12-month non-tenured regular faculty, (calendar for Senior and Principal Lecturers is on the next page)

DM-TPRw refers to DigitalMeasures-TPRworkflow

First Year		Second Year		Third+ Year	
Aug 31, 2021	TPR committees appointed; department chair sets up committees within DM-TPRw.	Aug 31, 2021	TPR committees appointed; department chair sets up committees within DM-TPRw.	Aug 31, 2021	TPR committees appointed; department chair sets up committees within DM-TPRw.
Oct 5, 2021	DM-TPR files due to Dept Chair / TPR committees.	Sept 14, 2021	DM-TPR files due to Dept Chair / TPR committees.	Sept 14, 2021	DM-TPR files due to Dept Chair / TPR committees.
Nov 9, 2021	Dept Chair completes reviews and uploads letters.	Oct 5, 2021	Dept Chair completes reviews and uploads letters	Nov 23, 2021	Dept Chair completes reviews and uploads letters.
Nov 16, 2021	DM-TPRw files due to Dean. TPR committees complete reviews and upload letters. Candidate reads/reviews/signs Dept Chair/TPR letters.	Oct 12, 2021	DM-TPRw files due to Dean. TPR committees complete reviews and upload letters. Candidate reads/reviews/signs Dept Chair/TPR letters.	Dec 7, 2021	DM-TPRw files due to Dean. TPR committees complete reviews and upload letters. Candidate reads/reviews/signs Dept Chair/TPR letters.
Jan 11, 2022	DM-TPRw files with a negative review due to the Provost	Oct 26, 2021	DM-TPRw files with a negative review due to the Provost	Feb 8, 2022	DM-TPRw files with a negative review due to the Provost
Jan 25, 2022	DM-TPRw files with a negative review due to the President	Nov 9, 2021	DM-TPRw files with a negative review due to the President	April 5, 2022	DM-TPRw files with a negative review due to the President
Feb 16, 2022 (9-month) Do not miss this date.	9-month non-renewable faculty are due a non-renewal letter 3 months prior to appointment expiration (include May 16, 2022 as the terminal date of employment).	Nov 16, 2021* (9-month) Do not miss this date.	9-month non-renewable faculty are due a non-renewal letter 6 months prior to appointment expiration (include Aug 15, 2021-May 15, 2022 as the 2 nd service year).	May 16, 2022* (9-month) Do not miss this date.	9-month faculty not in a 1 st , 2 nd or penultimate year and not going to be reappointed are due non-renewal letters denoting the terminal year of employment.
Mar 30, 2022* (12-month) Do not miss this date.	12-month non-renewable faculty are due a non-renewal letter 3 months prior to appointment expiration (include June 30, 2022 as the terminal date of employment).	Dec 30, 2021* (12-month) Do not miss this date.	12-month non-renewable faculty are due a non-renewal letter 6 months prior to appointment expiration (include July 1, 2021-June 30, 2022 as the 2 nd service year).	June 30, 2022* (12-month) Do not miss this date.	12-month faculty not in a 1 st , 2 nd or penultimate year and not going to be reappointed are due non-renewal letters denoting the terminal year of employment.

* Date determined by Clemson University Faculty Manual

Reappointment review deadlines, continued

Reappointment reviews: special rank faculty: Senior Lecturers and Principal Lecturers

Senior Lecturers Second Year, Principal Lecturers Fourth Year¹

Aug 31, 2021	TPR committee appointed and entered into DM-TPRworkflow system (contact DMadmin@clemsun.edu)
Sept 14, 2021	DM-TPRworkflow files from Senior or Principal Lecturers considered for reappointment are due to the Dept Chair / TPR committees .
Nov 16, 2021	DM-TPRworkflow files from Dept Chair for candidates are due to the Dean .
Dec 7, 2021	DM-TPRworkflow files from TPR committees for candidates are due to the Dean .
Feb 8, 2022	DM-TPRworkflow files from the Dean for candidates with one or more negative recommendations are due to the Provost .
Apr 5, 2022	DM-TPRworkflow files from the Dean for candidates with one or more negative recommendations are due to the President .
May 16, 2022*	Names of faculty being re-appointed as Senior Lecturers or Principal Lecturers with a favorable recommendation are due to the Provost . The Dean will issue renewal letters.

¹ Senior Lecturers apply for reappointment in the second year of contract and Principal Lecturers apply for reappointment in their fourth year of reappointment; this allows for a terminal year in the event of non-reappointment.

* Date determined by Clemson University Faculty Manual

For all special rank faculty on academic year contracts

Feb 15, 2022	It is highly recommended that courtesy letters be sent to special faculty not being renewed by this date. (see the Faculty Manual for exceptions on special faculty ranks)
Jun 15, 2022 Do not miss this deadline.	Non-renewal letters are due to special rank faculty lecturers (including temporary / visiting) after four or more years of continuous employment. The letter must be approved before the faculty member enters the 4th year beginning August 15 (9-month contract) or July 1 (12-month contract).

Reappointment timeline tables:

Timeline: Reappointment review of Senior Lecturers following promotion to Senior Lecturer

3 year employment contract; Submit for review in penultimate year (beginning of year 2)

Year (beginning-end academic year) Timeline

2021-22	Year1	Senior Lecturer effective date August of this AY (August 2021)
2022-23	Year2	Penultimate year, Submit materials for review this AY
2023-24	Year3	
2024-25	Year4	Year1
2025-26	Year5	Year2 Penultimate year of <u>second</u> contract, submit materials for review this AY
2026-27	Year6	Year3
2027-28	Year7	Year1
2028-29	Year8	Year2 Penultimate year of <u>third</u> contract, submit materials for review this AY
2029-30	Year9	Year3
2030-31	Year10	Year1
2031-32	Year11	Year2 Penultimate year of <u>fourth</u> contract, submit materials for review this AY
2032-33	Year12	Year3

Timeline: Reappointment review of Principal Lecturers: 5 year contracts, Year 4 is penultimate year of contract

Year (beginning-end academic year) Timeline

2022-23	Year1	1st year of service as Principal Lecturer (Effective date August 15 th of this year)
2023-24	Year2	2nd year of service
2024-25	Year3	3rd year of service
2025-26	Year4	4th year of service *Submit dossier for review this year (for the 2025-26 review cycle year)
2026-27	Year5	
2027-28	Year6	Year1 of renewed contract
2028-29	Year7	Year2
2029-30	Year8	Year3
2030-31	Year9	Year4 new contract as Principal Lecturer *Submit dossier for review this year (for the 2030-31 review cycle year)
2031-32	Year10	

Promotion timeline tables:

Timeline: Promotion from Senior Lecturer to Principal Lecturer

Year (beginning-end academic year)	Timeline	
2017-18	Year1	1st year of service as Senior Lecturer (Effective date August 15 th of this year)
2018-19	Year2	2nd year of service
2019-20	Year3	3rd year of service
2020-21	Year4	4th year of service
2021-22	Year5	*Earliest to submit dossier for promotion to Principal Lecturer is this year (for the 2021-22 review cycle year)
2022-23	Year6	*Earliest possible effective date as Principal Lecturer is August 15th of this year

Timeline: Promotion from Associate Professor with tenure to Professor (minimum years of service before considered ‘early’):

Year (beginning-end academic year)	Timeline	
2017-18	Year1	1st year of service as Associate Professor with tenure
2018-19	Year2	2nd year of service
2019-20	Year3	3rd year of service
2020-21	Year4	4th year of service
2021-22	Year5	*Earliest to submit dossier for promotion to Professor is this year (for the 2021-22 review cycle year)
2022-23	Year6	*Earliest possible effective date as Professor is August 15th of this year

*Please refer to your departmental TPR guidelines which may have a longer time in service at rank requirement.

Timeline: Promotion from Assistant Professor to Associate Professor with tenure (minimum years of service before considered ‘early’):

Year (beginning-end academic year)	Timeline	
2016-17	Year1	1st year of service as Assistant Professor (if no reduction in probationary period)
2017-18	Year2	2nd year of service
2018-19	Year3	3rd year of service
2019-20	Year4	4th year of service
2020-21	Year5	5th year of service
2021-22	Year6	*Submit dossier for promotion to Associate is this year (for the 2021-22 review cycle year)
2022-23	Year7	*Earliest possible effective date as Associate Professor is August 15th of this year

Sabbatical deadlines

Fall Sabbatical Deadlines	
Jan 31, 2022*	Fall 2022 sabbatical leave request in full due to elected departmental committee, chaired by department chair
Feb 14, 2022*	Departmental committee submits leave evaluation to the Dean, copy to applicant
Feb 28, 2022*	Dean submits approved leave to the Provost
March 15, 2022*	Provost submits leave to the President
March 29, 2022*	President approval deadline
April 1, 2022	HR review deadline; Provost delivers formal notification by this date
Spring Sabbatical Deadlines	
May 1, 2022*	Spring 2023 sabbatical leave in full due to elected departmental committee, chaired by department chair
May 15, 2022*	Departmental committee submits leave evaluations to the Dean
June 1, 2022*	Dean submits approved leave to the Provost
June 15, 2022*	Provost submits leave to the President
June 29, 2022*	President approval deadline
July 1, 2022	HR review deadline; Provost delivers formal notification by this date

* Dates determined by *Clemson University Faculty Manual*