

## **FACULTY REQUEST FOR SABBATICAL LEAVE**

### **DEPARTMENTAL CHECKLIST**

When submitting a sabbatical request, please be sure all of the following items have been completed before forwarding the request to the dean's office.

1. An application for a sabbatical leave must be submitted through channels and received by the Provost and Vice President for Academic Affairs by the second Monday in January (eight months in advance of a fall semester leave request, and 12 months in advance of a spring semester leave request).
2. Must have Annual Faculty Reports on file with the Provost's Office for each year since any earlier sabbaticals have been submitted.
3. Must have submitted a report on the last sabbatical leave (if applicable).
4. Attach a detailed description of the research project for which leave is being requested.
5. Answer all statements in Declaration on page one of the sabbatical request form. (Form will be returned for completion if all questions are not answered.)
6. Department chair must sign statement #1 under Approvals indicating "support" or "non-support."
7. Include an updated curriculum vita, complete through the previous semester.
8. Department chair must state in the memorandum of support how class coverage will be provided.
9. Original and one copy of the sabbatical request, chair's statement, description of the research project, and updated curriculum vita should be forwarded to the dean's office.