



## APPLICATION FOR SABBATICAL LEAVE

Application for leave of absence during the academic year \_\_\_\_\_. Applicant must submit this application to the Chairman of the Sabbatical Leave Committee by December 1 to be considered for leave beginning the following academic year.

Date of Application: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Title: \_\_\_\_\_

Division: \_\_\_\_\_ Discipline: \_\_\_\_\_

Semester/Period of Sabbatical: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Date of Qualifying Employment or Previous Sabbatical Leave: \_\_\_\_\_

Sabbatical Activity: Please check one.

\_\_\_\_\_ Course work applying to a degree

\_\_\_\_\_ Course work for professional development,  
not applying toward a degree

\_\_\_\_\_ Travel

\_\_\_\_\_ Technical studies / seminar

\_\_\_\_\_ Author textbook or curriculum

\_\_\_\_\_ Professional internship / field studies

\_\_\_\_\_ Other: \_\_\_\_\_

If your sabbatical work is toward acquiring a degree, what degree do you expect to receive at completion?

\_\_\_\_\_

Please attach an explanation of the activities that will be pursued during the Sabbatical Leave. Also provide copies of any supporting documentation (e.g. degree plan, curriculum outline, publisher contract, employer agreement, self-study plan, etc.).

Please attach a signed recommendation from your immediate supervisor.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Division Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Dean

\_\_\_\_\_  
Date