

**CHECKLIST**  
**REQUEST FOR RESEARCH LEAVE OR LEAVE-WITHOUT-PAY**

Name of Faculty Member \_\_\_\_\_

Academic and/or Teaching Unit \_\_\_\_\_

\_\_\_\_\_ Completed and signed *Application for Leave of Absence: Part One- Faculty Member's Request*

\_\_\_\_\_ Completed and signed Application for Leave of Absence: Part Two- Teaching Unit Recommendation

\_\_\_\_\_ Detailed description of the proposed research or activity

\_\_\_\_\_ Final report from most recent sabbatical or other leave

\_\_\_\_\_ Most recent annual report and/or CV

\_\_\_\_\_ Recommendation from the academic unit dean

\_\_\_\_\_ Recommendation from the teaching unit chair

\_\_\_\_\_ Recommendation from any designated review committee (e.g. R&T)

\_\_\_\_\_ Faculty members intending to engage in remunerative employment while on leave must attach a statement indicating sources and activities

\_\_\_\_\_ Faculty Funding Authorization form: required for any faculty position paid from restricted funds and for any changes to position funding

*Tenure-track faculty should not submit sabbatical applications until a successful tenure review.*

10/2024