

CHECKLIST
REQUEST FOR SABBATICAL, 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