

## Procedure for Sabbatical Leave

1. Faculty applying for sabbatical leave obtain two forms from the Faculty Handbook: the Sabbatical Form Part A-Application and Sabbatical Leave Form Part B-Final Report that appear in Appendix G. Faculty members initiate their applications by completing Part A that when finally approved will be open to public review. They retain Part B for submission within six months following sabbatical leave.
2. Completed applications (Part A) are submitted to the applicant's department chair by **October 15 for fall sabbatical leaves and March 15 for spring sabbatical leaves** and no earlier than one year prior to the requested leave.
3. Department chairs recommend or do not recommend sabbatical leave applications. (In the event that the applicant is a department chair, the dean of the school will make a recommendation about the sabbatical application.) If a sabbatical application receives a recommendation from the department chair, it is forwarded to the dean of the school who then recommends or does not recommend the sabbatical leave application. Recommended sabbatical leave applications are forwarded to the Faculty Welfare Committee by December 1 for fall sabbaticals and May 1 for spring sabbaticals.
4. The Faculty Welfare Committee assesses the academic value of sabbatical leave applications with endorsement or non-endorsement no later than February 1 for fall leaves and June 1 for spring leaves. In the event that the committee is unable to endorse the application, the Chair will provide an explanatory comment. Recommendations of the Faculty Welfare Committee are forwarded to the provost and applicant and faculty are notified in writing by the committee of completion of these steps.
5. Applications for sabbatical leave are recommended or not recommended by the provost and approved or disapproved by the president of the University by March 1 for fall sabbatical leaves and August 1 for spring sabbatical leaves. Upon approval of sabbatical leaves, the president of the university notifies applicants, their department chairs and the Faculty Welfare Committee.
7. When faculty have completed a sabbatical leave they submit the completed original of Sabbatical Leave Form Part B-Final Report to their chair who signs it acknowledging its receipt and forwards it to the dean of the school. The dean signs, forwards it to the Faculty Welfare Committee whose chair signs and sends it to the provost. The provost sends the document to the President for its final signature. Completed Sabbatical Leave Forms Part B must be submitted to the department chair by October 15 for spring sabbaticals and March 15 for fall sabbaticals.

