**SABBATICAL LEAVE**

Sabbatical Leave applications for 2020-2021 are due in the A&S Dean’s Office by November 1st, 2019.

The following information is required for a sabbatical leave application.

1. University application form (attached)
2. Description of past sabbatical leaves and projects, if applicable
3. Project description – one to two pages
4. Tentative travel plans
5. Evidence of contact with prospective host institutions
6. Copies of applications for accompanying grants, etc.
7. A current curriculum vitae
8. Letter of support from the department head or school director. This letter should address how the duties of the leave recipient will be handled during his/her absence, including any costs.

Applications may be for either a full academic year, not to include summer, at half pay or an academic semester at full pay. The sabbatical policy which is now in place defines one-half year to be one-half of the academic appointment period of the faculty member. The dates to be entered on the form are as follows:

Full Academic Year: September 1, 2020 – May 31, 2021

Fall Semester: September 1, 2020 – January 16, 2021

Spring Semester: January 17, 2021 – May 31, 2021

This year the highest level of approval for sabbaticals is the Provost’s Office. We anticipate that this change will allow more timely approval after the applications have been reviewed by the College Sabbatical Leave Committee and the Dean’s Office.