**SABBATICAL LEAVE**

Sabbatical Leave applications for 2015-2016 are due in the A&S Dean’s Office by February 16, 2015.

The following information is required for a sabbatical leave application.

1. University application form (attached, also available in our Business Office, 202 LSE)
2. Description of past sabbatical leave and project, 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.

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, 2015 – May 31, 2016

Fall Semester: September 1, 2015 – January 15, 2016

Spring Semester: January 16, 2016 – May 31, 2016

If the past few years are a guide, approval by the OSU Regents will be at their April 24, 2015, board meeting for full-year sabbaticals, while the one-semester sabbaticals will be approved at the June 19, 2015, board meeting.