

President's Sabbatical Award Request

Employee name: _____ EMPLID: _____

Campus: _____ Dept/Division: _____ Discipline: _____

Rank: _____ Original appointment date: _____

Dates of previous sabbatical leave: _____

Dates of previous educational leave with pay: _____

Dates of requested sabbatical leave (limited to one semester): _____

JUSTIFICATION (purpose of sabbatical leave): Attach a description of proposed sabbatical plan, no more than 1,000 words in length (excluding bibliography). Include a 50-word executive summary. (Both proposal and summary should be sent as attachments by e-mail to Human Resources.)

AGREEMENT

1. I agree to furnish a written report summarizing project accomplishments through the provost/dean (if appropriate) to the College president.
2. I agree to present a seminar on the result of my sabbatical, to be presented at the president's award lecture series, at an appropriate time during the academic year following the leave.
3. I agree to serve twice the time of the approved leave with pay at the College after return from leave with pay.
4. If selected, I agree to sign the promissory note (to be prepared by Human Resources).

Date of leave request

Provost approval

Employee signature

Human Resources approval

Academic dean/supervisor approval

President approval