

# Checklist

## SABBATICAL LEAVE APPLICATION PROCESS

Before completing the following items, the applicant should review the information regarding sabbatical leaves as printed in the Governance Manual and in the Collective Bargaining Agreement. The Sabbatical Leave Committee requests that all applications be submitted in typewritten form.

The Sabbatical Leave Committee reserves the right to accept applications from faculty who did not submit the Eligibility Verification Form prior to the spring semester deadline.

For your assistance and convenience, the following **checklist** is included:

<i>Item/Due Date</i>	<i>Check When Included</i>
1. Sabbatical Leave Application—Part I: Eligibility Verification Form is due in the Office of the Provost Due Date: <b>Friday, May 1, 2009</b> <ul style="list-style-type: none"> <li>• Attach copies of reports for previous sabbatical leaves taken</li> </ul>	_____ (Date you submitted)
2. Six copies of Sabbatical Leave Application—Part II: Proposal and Supporting Documentation are due in the Office of the Provost Due Date: <b>Friday, September 11, 2009</b> Include: <ul style="list-style-type: none"> <li>• Information Relating to Merit</li> <li>• Information Supporting the Application</li> <li>• Current Curriculum Vitae</li> </ul>	_____ (Date you submitted)  _____ _____
3. Letter of Intent is due in the office of the University President Due Date: <b>Friday, September 11, 2009</b> <ul style="list-style-type: none"> <li>• Include a brief statement regarding the purpose of the sabbatical</li> <li>• Send copies to the respective department chair and the school dean</li> </ul>	_____ (Date you submitted)

The Sabbatical Leave Committee is not responsible for an applicant's failure to submit all required materials. The above checklist is to serve as a *guide* only.