Checklist

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### SABBATICAL LEAVE APPLICATION PROCESS

Before completing the following items, the applicant should review the information regarding sabbatical leaves at University Governance and Policies 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:

|  |  |  |  |
| --- | --- | --- | --- |
|  | *Item/Due Date* |  | *Check When*  *Included* |
| 1. | Sabbatical Leave Application⎯Part I: Eligibility Verification Form is due in the Office of the Provost. *(If your sabbatical leave application is primarily to fulfill a Fulbright Scholar Program award, attach a copy of your Fulbright Scholar Program application to the Part I Form).*  Due Date: **May 7, 2021** | |  |
|  | • Attach copies of reports for previous sabbatical leaves taken | | \_\_\_\_\_\_\_\_\_\_\_\_  (Date you submitted) |
| 2. | Sabbatical Leave Application⎯Part II:  Proposal and Supporting Documentation are due to [MUProvost@millersville.edu](mailto:MUProvost@millersville.edu). *(Part II is not required to be submitted if your sabbatical leave application is primarily to fulfill a Fulbright Scholar Program award.)*  Due Date: **Friday, September 9, 2021** | | \_\_\_\_\_\_\_\_\_\_\_\_  (Date you submitted) |
|  | Include: | |  |
|  | • Information Relating to Merit | | \_\_\_\_\_\_\_\_\_\_\_\_ |
|  | • Information Supporting the Application | | \_\_\_\_\_\_\_\_\_\_\_\_ |
|  | • Current Curriculum Vitae | | \_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | |  |
| 3. | Letter of Intent is due in the Office of the University President  Due Date: **Friday, September 9, 2021** | | \_\_\_\_\_\_\_\_\_\_\_\_  (Date you submitted) |
|  | • Include a brief statement regarding the purpose of the sabbatical | |  |
|  | • Send copies to the respective department chair and the school dean | |  |

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.