

Application for Sabbatical Leave

Applicants and Chairs: please consult the Policy and Procedures on Sabbaticals in our Policy Repository. Chairs must clearly demonstrate how an applicant's teaching obligations will be covered during the sabbatical period, and we must work to be as cost-neutral as possible (postponing course offerings, etc.) when approving sabbaticals at this time.

Link: [University policy concerning the granting of Sabbatical Leave](#)

CVPA Deadlines: Please note that internal deadlines are set to accommodate the process required to meet the university deadline. If a deadline falls on a Saturday or Sunday, the deadline will be the first business day after the stated deadline. The deadline for each step is 11:59pm on the date stated.

1. **Up until September 26** (11:59 pm)- **Faculty member** is responsible for arranging a meeting with their Chair in advance of September 26 to discuss sabbatical intentions and plans for feedback before deciding to apply.
 2. **Up until October 1** (11:59 pm)- **Faculty member** must formally notify Department Chair via email of intention to apply for sabbatical with the attached form. **The completed form must be submitted digitally.**
 3. **October 2- Chairs** review and submit the completed form via email to the Dean, Associate Dean, and Dean's Executive Assistant, and the applicant must be copied. Chairs must complete their portion of the form, clearly demonstrating how the applicant's teaching obligations will be covered during the sabbatical period, working to be as cost neutral as possible (postponing course offerings, etc.).
 4. **October 3- Dean's office** creates cases in Interfolio.
 5. **Up until October 15** (11:59 pm)- **Faculty member** submits application online via Interfolio.
 6. Application should include:
 - a. Updated CV
 - b. Sabbatical Application Letter/Statement of Purpose (Description of research activity how you will utilize the time the sabbatical provides)
 - c. Abstract, required (a synopsis of the intent of the sabbatical; more detail than what is included in the statement of purpose, including how the results/outcomes will be disseminated; timeline, etc.)
 - d. Additional Documents that support the sabbatical application, optional (letters of support; letters from publishers, galleries, theatres, etc.)
 7. **November 1** (11:59 pm)- **Department Chairs** submit letters of support via Interfolio.
 8. **November 2- Dean** forwards reviewed materials to VPAA and Provost
 9. **November 15-** Provost's Academic Leadership Council reviews applications and makes recommendations. Provost provides President with recommendations.
 10. **December 1-** Provost notifies Dean of sabbatical awards, Dean will notify Chairs and Faculty
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