

REQUEST FOR SABBATICAL

Faculty member: _____

Department: _____

School: _____

Faculty member was awarded tenure in (year): _____

Date of the proposed sabbatical: _____

Sabbatical history: Previous sabbatical(s) date(s): _____

OR

Candidate has not taken a sabbatical as a CWRU faculty member

Attachments:

Dean's recommendation*. The dean or department chair is responsible for informing the faculty member of the conditions of supported sabbaticals, including the obligation to return to faculty service.

Refer to the Faculty Handbook – II. Leaves of Absence, A. Sabbatical Leaves, sections 1 through 9, for description of and requirements for sabbatical leaves.

- Recommendation from the appropriate faculty body
- Department chair's recommendation, which must address salary support and provisions for teaching coverage, if applicable
- Detailed plan for the sabbatical
- Faculty member's curriculum vitae

* According to the Faculty Handbook and by submitting this form, the school agrees to support the candidate's salary for the duration of a half-year sabbatical.

For provost's office use:

Vice Provost

Date

External salary support (if applicable): _____

Notification to Dean (date): _____

Entered, faculty record (date): _____