

**CHECKLIST**  
**REQUEST FOR SABBATICAL, RESEARCH LEAVE,  
OR LEAVE-WITHOUT-PAY**

NAME OF FACULTY MEMBER \_\_\_\_\_

ACADEMIC AND TEACHING UNITS \_\_\_\_\_

\_\_\_\_\_ Completed and signed *Application for Leave of Absence: Part One, Faculty Member's Request*

\_\_\_\_\_ Completed and signed *Application for Leave of Absence: Part Two, Teaching Unit Recommendation*

\_\_\_\_\_ Detailed description of the proposed research or activity

\_\_\_\_\_ Final report from most recent sabbatical or other leave

\_\_\_\_\_ Most recent annual report

\_\_\_\_\_ Recommendation from any designated review committee (e.g. R & T)

\_\_\_\_\_ Recommendation from the teaching unit chair

\_\_\_\_\_ Recommendation from the academic unit dean

\_\_\_\_\_ Faculty members intending to engage in remunerative employment while on leave must attach a statement indicating sources and activities

\_\_\_\_\_ **Faculty Funding Authorization form:** required for any faculty position paid from restricted funds and for any changes to position funding

*Faculty members coming up for tenure should not submit sabbatical applications until after a tenure decision has been made.*