

## Sabbatical Applications, Evaluations and Reporting Checklist for Colleges

### Coversheet:

- Applicant Signature and Date
- Application includes a curriculum vitae of the applicant.
- Department/Division Chair or School Director recommendation based on impact on curriculum and department/division/school operations (*Note: Associate Chair may sign if the chair is applying for a sabbatical.*)
- Department/Division Chair or School Director Signature and Date
- College Sabbatical Leave Committee Chair Signature and Date
- College Dean Signature and Date

*(Note: The Sabbatical Leave Committee reviews the applications **before** the Dean, as indicated by the signature date above.)*

### Evaluation Process:

- Each College Sabbatical Leave Committee member must review each sabbatical application.
- The committee chair inputs the committee consensus and comments on the Committee Evaluation Form, including signature and date.
- The College Sabbatical Leave Committee ranks the sabbatical applications and provides the rankings to the Dean.
- The Dean evaluates the sabbatical applications and completes the Dean Evaluation Form, including signature and date.
- The Dean ranks the sabbatical applications and fills out the Sabbatical-DIP Recommendation Memo, including signature and date, for submission with packet to the Provost.
- The Dean consults with the Committee to reconcile differences in the rankings, if any.

*(Note: the committee and dean evaluation forms will be shared with the applicants.)*

### Sabbatical Leave Report:

- The sabbatical leave report has been submitted to the college within one term of the sabbatical and Office for Faculty Affairs is notified.
- The sabbatical leave report is signed by the recipient of the sabbatical.
- Any deviations from the planned work are discussed in the report.
- Documentation, if available and applicable, of any tangible deliverables are included in the sabbatical report.
- Sabbatical leave reports and tangible deliverables are maintained by the college.