**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 concensus 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.