**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.