

**SABBATICAL LEAVE ADMINISTRATIVE PROCEDURE,  
INFORMATION AND ROUTING**

Each application for sabbatical leave must consist of three forms:

1. Information and Routing,
2. Request Summary Sheet, and
3. Agreement.

A detailed plan and explanation of the purpose and intended use of the sabbatical must accompany the Request Summary Sheet for consideration at all levels of approval as shown below.

Please note the levels and order of approvals shown below. The president has final approval.

Each applicant must complete the information requested below prior to submitting the request for approval at the first level.

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NAME: \_\_\_\_\_

DATE OF APPLICATION: \_\_\_\_\_

ARE YOU LESS THAN TWO YEARS AWAY FROM RETIREMENT?

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**STATEMENT: I HAVE READ THE OBLIGATIONS OF THE FACULTY MEMBER AND UNDERSTAND FULLY AND AGREE TO THE OBLIGATIONS STATED IN THE BOARD OF GOVERNORS POLICY AA-1 ON SABBATICAL LEAVES.**

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

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**MARSHALL UNIVERSITY REQUIRES THE FOLLOWING ROUTING OF THE REQUEST. SIGNATURE AT EACH LEVEL DENOTES APPROVAL.**

Chairperson \_\_\_\_\_ DATE \_\_\_\_\_

Dean \_\_\_\_\_ DATE \_\_\_\_\_

Faculty Personnel Committee \_\_\_\_\_ DATE \_\_\_\_\_

Provost or VP/Health \_\_\_\_\_ DATE \_\_\_\_\_

President \_\_\_\_\_ DATE \_\_\_\_\_