

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. Notarized 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 or denial as shown below.

Please note the levels and order as shown below. The President has final approval.

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

Faculty Member: _____

Date of Application: _____

Are you less than two years away from retirement? Yes _____ **No** _____

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:** _____

Marshall University requires the following routing of the request. Signature and decision required at each level.

Chairperson: _____ Date: _____ Approved Denied

Dean: _____ Date: _____ Approved Denied

Faculty Personnel Committee: _____ Date: _____ Approved Denied

Provost / AOVP: _____ Date: _____ Approved Denied

President: _____ Date: _____ Approved Denied