

SABBATICAL LEAVE PROCEDURE,
INFORMATION, AND ROUTING

Each complete application for sabbatical leave consists of all three forms:

- 1. Sabbatical Procedure, Information, and Routing (this form),
- 2. Sabbatical Leave Request Summary Sheet, and
- 3. Sabbatical Leave Agreement.

Each applicant must complete all three required forms prior to submitting the full sabbatical leave request to their department chair.

A detailed plan and explanation of the purpose and intended use of the sabbatical must accompany the Request Summary Sheet.

Please note that each application will be reviewed in the order listed below. The President has final approval.

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 Rule AA-1 on Sabbatical Leaves.

Signed: _____ Date: _____

Marshall University requires the following routing of the request. A signature and recommendation is required at each level.



Department Chair: _____	Date: _____	Recommends	Does not Recommend
College Personnel Committee: _____	Date: _____	Recommends	Does not Recommend
Dean: _____	Date: _____	Recommends	Does not Recommend
University Personnel Committee: _____	Date: _____	Recommends	Does not Recommend
Provost: _____	Date: _____	Recommends	Does not Recommend
President: _____	Date: _____	Approves	Denies