

# 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.**

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Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_ Approved  Denied

Dean: \_\_\_\_\_ Date: \_\_\_\_\_ Approved  Denied

Faculty Personnel Committee: \_\_\_\_\_ Date: \_\_\_\_\_ Approved  Denied

Provost / AOVP: \_\_\_\_\_ Date: \_\_\_\_\_ Approved  Denied

President: \_\_\_\_\_ Date: \_\_\_\_\_ Approved  Denied