

**APPLICATION FOR LEAVE**

**RETURN to the Office of the Vice Provost and Dean for Graduate Studies, 116 McMahon Hall,  
BEFORE DECEMBER 15, preceding the academic year for which leave is requested.**

1. Name  School   
Rank  Department   
Social Security Number  /  /  Date of First Faculty Appointment  /  /   
Date of Birth  /  /  Date of Appt. to Present Rank  /  /

2. Type of leave requested:  Sabbatical for one semester at full salary  
 Sabbatical for two semesters at one-half salary  
 Leave of absence without salary  
 Other (specify)

3. Period of Leave Request: From  /  /  to  /  /

4. Dates of Previous Leaves: Sabbatical   
Other

5. Applicant has attached a statement of purpose indicating relation of leave to applicant's academic development and the University's goals and providing additional information deemed relevant.
6. Applicant for sabbatical leave agrees to use the period of leave for research and publication advancing knowledge; not to engage in gainful employment while on leave; and on return to academic service, to submit to the Provost, with a copy to the Dean, a report of activities while on leave.
7. Applicant has made (or will make) reasonable provisions for continuation of the direction of dissertations during the proposed leave period.

Date  Signature of Applicant

8. I/We endorse this request for leave (a) as justified by its anticipated contribution to the applicant's academic development and the University's intended purposes and (b) as feasible in view of the obligations of the Department and/or School.

Date  Signature of Chair

Date  Signature of Dean

---

Recommended  Date    
Not Recommended  Vice Provost and Dean of Graduate Studies

---

Approved  Date    
Not Approved  Provost