Gustavus Adolphus College

**Request for Sabbatical Leave – Chair’s Supporting Documentation**

*According to the Faculty Handbook, sabbatical proposals must be accompanied by a letter from the chair of the applicant’s department. This letter should include the department's endorsement of the leave plan, and a statement of the department's plans to support the ongoing professional needs of the faculty member (including allocation of departmental resources, assignment of teaching load, and preparation of new courses). (Faculty Handbook 2.1.4.1.1).*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date:** |  | | | | | | |
| **Chair’s Name:** | | | |  | | | |
| **Department:** | | |  | | | | |
| **Phone:** | |  | | | | | |
|  | | | | | |  | |
| **Name of sabbatical applicant:** | | | | | | |  | |
| **Dates of proposed leave:** | | | | |  | | | |

**1. What makes this plan an appropriate use of a sabbatical?**

|  |
| --- |
|  |

**2. If this proposal is approved, what department resources will be needed to support the ongoing professional needs of the faculty member?**

|  |
| --- |
|  |

**3. If this proposal is approved, will it have implications for what courses the professor teaches in the future? Can the department accommodate changes?**

|  |
| --- |
|  |

**4. Does the Department have an appropriate plan to staff any new course created under this proposal?**

|  |
| --- |
| Preparation of New Courses: |

**If this proposal is approved, we will request:**

* Full replacement
* Partial replacement
* No replacement
* Other please explain:

|  |
| --- |
|  |

Chair’s Signature Date Applicant’s Signature Date