

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).

Please direct any questions to Shanon Nowell (snowell@gustavus.edu, x7541).

* Required

1. **Date ***

Example: December 15, 2012

2. **Chair's First Name ***

3. **Chair's Last Name ***

4. **Chair's Phone Number ***

5. **Sabbatical Applicant's First Name ***

6. **Sabbatical Applicant's Last Name ***

7. **Department ***

8. **Timing of proposed leave (e.g., Spring 2022, 2021-22) ***

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

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

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

12. What is the department's plan to staff any new course created under this proposal? *

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

Mark only one oval.

- Full replacement
- Partial replacement
- No replacement
- Other: _____

14. Chair's E-Signature
