



**Part 10: Faculty Leaves**

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**3-3-1001 Sabbatical Leave.**

**3-3-1001(1) Sabbatical Leave Application Procedures.** [See also 2-3-1001(5) Approval Procedures.]

- (a) The dean of each college shall announce the deadline for submission of proposals at least 60 calendar days before the deadline and all faculty who are eligible for sabbatical leave will be notified.
- (b) Eligible faculty interested in applying for sabbatical leave shall submit to the department chair/school director a proposal which outlines the work to be undertaken and the benefits to teaching and/or scholarship that will result from the project. The proposal shall also include an explanation of
  - (i) any additional compensation [see 2-3-1001(6)(b)] and
  - (ii) the reason, if any, that the work must be completed by the end of the following academic year or earlier;
  - (iii) the length of time since the applicant's last sabbatical leave or, if this is the first sabbatical leave application, the date of the initial hire;
  - (iv) and an indication as to whether the applicant's sabbatical leave was postponed after having been previously approved.
- (c) Applications will be reviewed according to the procedures outlined in 2-3-1001(5) Approval Procedures.

**Policy History**

**3-3-1001 SABBATICAL LEAVE.**

Section 3-3-101 amended (Jun 2022)  
Section 3-3-1001 amended (Nov 2012)  
Section 3-1-1001(2) deleted (Nov 2012)