

**College of Education and Applied Human Sciences  
Sabbatical Leave Checklist**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Program: \_\_\_\_\_

**PART 1 (To be completed by applicant)**

- a. \_\_\_\_\_ College of Education and Applied Human Sciences checklist for sabbatical leave applications
- b. \_\_\_\_\_ A fully completed "Application for Sabbatical Leave" form (This is a University Form) and appropriate supporting materials
- c. \_\_\_\_\_ Current curriculum vitae
- d. \_\_\_\_\_ Date Submitted to Department Chair (See CEAHS Master Calendar)
- e. \_\_\_\_\_ Applicant Signature

**PART 2 (To be completed by Chair of Department Sabbatical Leave Review Committee)**

- a. \_\_\_\_\_ Evaluation narrative and Recommendation
- b. \_\_\_\_\_ Ranking of applications (if there are multiple applicants from Department)
- c. \_\_\_\_\_ Date Submitted to Department Chair (See CEAHS Master Calendar)
- d. \_\_\_\_\_ Dated Committee Chair Signatures

**PART 3 (To be completed by Department Chair)**

- a. \_\_\_\_\_ Evaluation narrative and recommendation (May indicate concurrence with committee narrative and/or recommendation, if this is the case.)
- b. \_\_\_\_\_ Ranking of applications (if there are multiple applicants from Department)
- c. \_\_\_\_\_ Impact statement for sabbatical leave request
- d. \_\_\_\_\_ Date Submitted to Dean (See CEAHS Master Calendar)
- e. \_\_\_\_\_ Department Chair Signature