

Request for Sabbatical Leave

NAME:

DEPARTMENT:

CURRENT SALARY:

DATE OF APPOINTMENT AT CSU:

TITLE/RANK:

PROPOSED DATES OF LEAVE:

DATE OF LAST SABBATICAL LEAVE:

ON CAMPUS OFF CAMPUS COMBINATION

Attach to this Cover Sheet:

1) Specific Arrangements for Covering Assignments During Absence.

2) Detailed Sabbatical Plan: Please refer to Section F.3.4. of the [Academic Faculty and Administrative Professional Manual](#) for a complete overview of the sabbatical leave policies. Your request must specify how your sabbatical activity: a) will result in your professional growth, b) will enhance Colorado State's reputation and the students' educational experience at our institution, and c) will increase your overall level of knowledge in your area of expertise. Please include a detailed description of specific goals to be achieved while on sabbatical. Attach a copy of your current curriculum vitae, letter of support from your Department Chair, the MOU between the Board of Governors and yourself regarding Sabbatical Leave, and any applicable supporting documents such as invitation letters from host institutions or letters of financial support. This request is due in the Provost's Office on October 1 of the year preceding the fiscal year in which leave is being requested.

Final Report: A **final report** must be submitted to the Department Chair who will forward it to the Dean and the Provost and Executive Vice President for review and submission to the Board of Governors within three months of the completion of the sabbatical leave. In addition to the report, please include a **two-paragraph summary** of your activities and benefits derived for submission to the Board of Governors. Failure to meet the goals stated in the sabbatical plan will result in denial of all subsequent sabbatical requests, per CCHE policy.

If planned activities are modified or canceled, it is imperative to have these changes approved. Sufficient detail regarding planned sabbatical activity changes must be provided to allow appropriate evaluation prior to proposed effective date.

APPROVED:

Department Chair

Provost and Executive Vice President

Dean

President

Director (if applicable)