



SEATTLE PACIFIC UNIVERSITY
Application for Sabbatical Leave

Section 8.6 of the Faculty Handbook lists eligibility, procedures and criteria for sabbaticals.

Name _____ Program/Department _____

School/College: College of Arts and Sciences

Years of Service at SPU _____ Years Accrued Toward Sabbatical _____

Table with 4 columns: QTR, YR, QTR, YR. Row 1: Previous Sabbaticals (if more than three, list three most recent). Row 2: Blank lines for data entry.

Quarter(s) requested for leave: _____

- One quarter at full pay, Two quarters at half pay, Two quarters at full pay

Applicant: Submit this sheet and proposal to your chair.

I am attaching a project proposal for sabbatical leave which outlines activities to be undertaken during the leave and describes institutional and/or individual needs that the project addresses (per Faculty Handbook section 8.6.1.6).

Signature of Applicant _____ Date _____

Chair: Submit this sheet and proposal to your dean.

I have attached a memo indicating my level of support for the proposed sabbatical and a detailed plan for how the responsibilities of the faculty member will be covered if the application is successful. (Please specify how many credits will need coverage and if courses will be postponed, taught by adjuncts, or taught by other faculty members.)

Signature of Chair _____ Date _____

Dean: Submit this sheet and proposal to the Provost.

I have attached a memo indicating my level of support for the proposed sabbatical. I have indicated below the amount of funding that will be required for sabbatical coverage.

Signature of Dean _____ Date _____

The Dean's office will complete the section below.

Budget line (fund-org-account)	# credits	Adjunct or OL rate	Total Requested
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____