

AA-180.2.A, Faculty Sabbatical Leave Notification of Intent Form

Faculty Member:			
Department or Program:			
Years at UIU or since prior sabbatical:			
Applying for: <i>(Check the appropriate box)</i>	Fall	Spring	Fall and Spring
Of academic year:			

1. Declaration of intent to take a sabbatical leave – please outline goals to be accomplished and over what time frame. If this is to be an early sabbatical (prior to the accrual of 6 years at UIU), please include why this is a unique opportunity worthy of such a request:

2. What arrangements will be made to cover your courses while on sabbatical? If taking a half-year sabbatical, please describe any limited participation in departmental or university responsibilities, including serving as an academic advisor you wish to retain.

3. What other financial impacts to the university will need to be taken into consideration? Please include as much detail as is currently available.

Please note that this form requires signatures from the applicant’s Department Chair and the Academic Dean prior to submission to the Vice President for Academic and Student Affairs (VPASA). The form is due to the VPASA by April 1 or the next business day in the *calendar year* prior to the sabbatical request. The VPASA has until April 30 or the next business day to sign off on the form. A sign-off by the VPASA indicates authorization to complete the Application for Faculty Sabbatical Leave Form and indicates the plan is financially viable.

Recommended by: <i>(insert name)</i>	Signature:	Date:
Department/Program Chair:		
Academic Dean:		
Vice President for Academic and Student Affairs:		