

## AA-180.3.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/Program Director and the Chief Academic Officer (CAO). The form is due to the CAO by April 1 or the next business day in the *calendar year* prior to the sabbatical request. The CAO has until April 30 or the next business day to sign off on the form. A sign-off by the CAO 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 Chair / Program Director:		
Chief Academic Officer:		