

3. Please elaborate on financial impacts to the university that will need to be taken into consideration.

Application for sabbatical leave requests guided by this form is due by October 1 or the next business day to the Committee on Tenure, Promotion and Review (Committee) in the *academic year* prior to the sabbatical request. The Committee will review sabbatical leave requests and make recommendations to the Chief Academic Officer (CAO) by November 1 or the next business day of that same academic year. The Committee evaluates applications on the basis of the merits of the proposed activities, the availability of funds, and institutional needs. The CAO, in turn, makes a recommendation to the President by November 15. The President will approve or deny sabbatical leaves by January 15 or the next business day of that same academic year. The Board of Trustees will make a final approval or denial of the sabbatical at their winter meeting and will notify the applicant by March 1.

Recommendation of the: <i>(insert name)</i>	Signature:	Date:
Chair of Committee on Tenure, Promotion and Review:		
Chief Academic Officer (CAO):		
President:		