

Howard University
Office of the Provost and Chief Academic Officer
Application for Sabbatical Leave Form¹

School/College: _____ Department: _____

Applicant Name: _____ Current Rank: _____

Date of Initial Faculty Appointment: _____

Requested Leave Dates: from _____ to _____

Salary while on Sabbatical: _____ Half Salary _____

Have you had a sabbatical leave before? Yes ____ No ____

If yes, please provide the dates of the leave: from _____ to _____

Please attach a copy of your sabbatical leave proposal, which must include the following:

a. Purpose of the leave: a detailed description of proposed projects; how the projects will be accomplished; planned visits to educational and/or research institutions (provide support letters from the institutions and their geographic locations).

b. Benefits of leave: how the leave will enhance your teaching, research, professional development and service performance and benefit the University.

c. A current curriculum vita

Signature of Applicant

Date

Signature of Sabbatical Leave Committee, Chair

Date

Signature of the Dean

Date

Action by the Office of the Provost and Chief Academic Officer:

() Approved

() Not Approved

() Need Additional Information

Signature of the Provost and Chief Academic Officer

Date

¹ The deadline for submitting an application to the Dean through the Department Chair is April 1 for sabbatical leave commencing with the following fall semester and September 1 for a leave commencing with the spring semester. For additional details about the sabbatical leave application and approval process, please refer to *Article 3.3.6 Howard University Faculty Handbook 1993*.

Sabbatical leave recipients are required to file a sabbatical leave report with the Department Chair, Dean, Chair of the Sabbatical Leave Review Committee and the Provost within 30 days after the beginning of the semester when the faculty member returns to the University.