

**Procedure for Requesting Sabbatical Leave, Enhanced Sabbatical, Junior Leave, or Leave of Absence
(Due Date: October 15)**

1. Required Attachments:

CV

Last Sabbatical Report

Evidence of Application for External Support (enhanced sabbatical requests only): Attach application(s) if already complete, or indicate plans to submit future application(s) with final sabbatical report.

2. Completed Form Below

Name: _____

Title & Department: _____

Date: _____

Type of Leave Requested (Specify semester):

Sabbatical Leave (circle): Semester_____ Year_____:

- 7th semester at 50% salary (or 1 semester at 50% salary and 1 semester at 100% salary)
- 7th year 1 semester at 100% salary

Enhanced Sabbatical (circle): Semester_____ Year_____:

- 7th semester at 80% salary (or 1 semester at 80% salary and 1 semester at 100% salary)
- 7th year 2 semesters at 80%

Other Leaves (circle): Semester_____ Year_____:

- Junior Leave (1 semester at full salary)
- Leave of Absence (Semester or Year of Leave at 0 salary)

Record of Past Sabbaticals (indicate year and semester(s)):

(Attach final reports & list of published material resulting from past sabbaticals, if applicable)

For Enhanced Sabbaticals, evidence of application(s) for outside funding of activities planned for the leave:
(Attach external funding application(s) if already complete, or indicate plans to submit future application(s) with final sabbatical report)

Relation of leave activities to past scholarly work and future plans:

Impact of the leave on applicant and CMC (including curricular impact, if any)