

College of Arts and Letters
Check List for Sabbatical Requests

- _____ The Sabbatical form with a detailed proposal by the faculty member and the required entries (3 – 6) by the chair.

- _____ A list of external granting agencies to which the faculty members sent proposals requesting project or salary support during the sabbatical.

- _____ A copy of the faculty member's last sabbatical proposal.

- _____ The post-sabbatical report.

- _____ The chair's commentary on the relationship between the last sabbatical plan and the reported accomplishments.

- _____ An abbreviated cv citing the faculty member's accomplishments in the last six years or since the last sabbatical.