***HENDRIX_LOGO_K***

Sabbatical Leave Request

*A completed copy of this form should be delivered to the Office of Academic Affairs on or before October 2, 2024 to be considered for the next academic year. Note that this request requires approval from the faculty member’s department chair.*

Faculty Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Leave Requested: \_\_\_\_\_ Fall Semester

\_\_\_\_\_ Spring Semester

\_\_\_\_\_ Fall and Spring Semesters

Detailed description of activities and expected explicit outcomes of the activities *(insert additional space or attach documentation as needed)*

If you anticipate applying for a Faculty Project Grant, please indicate the amount you expect to request \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note that applications for Faculty Project Grants are submitted separately to the Associate Provost for Faculty Development on or before February 1 of next semester.*

Statement relating this proposal to scholarly and professional development and the benefits to students, the faculty member, the department, and the College *(insert additional space or attach documentation as needed)*

Statement of the impact on the department and arrangements for replacement staffing *(insert additional space as needed)*

*Note that your department chair’s input is crucial for this component of the proposal. Full-time sabbatical replacements will be the exception rather than the rule. The Department Chair should carefully consider how courses can be covered by current faculty and may want to consult with the appropriate Area Chair about staffing issues.*

Faculty Member Approval Date

Department Chair Approval Date