

Sabbatical Leave Policy

The College of Forestry will encourage and support sabbatical leaves which meet all university requirements (see information of "Application for Sabbatical Leave" form), which will clearly strengthen the individual and his or her future contributions to university programs, and which are planned so that critical university programs can continue during the individual's absence.

Each request for a sabbatical leave must include the following materials which, upon the dean's approval, will be sent to the Vice President, Academic Affairs.

1. "Application and Contract for Sabbatical Leave" (3 original forms)
2. Current, succinct curriculum vitae
3. Outline of plans for the leave (≤ 5 pages)
 - Clear statement of objectives to be accomplished
 - Activities planned to achieve objectives
 - Specific products planned, e.g. manuscripts, teaching modules, grant proposals, etc.
 - Benefits expected for the individual and the university
 - Specific plans for financial support for the period of the leave and obligations incurred, if any, as basis of support from outside source(s) of funding.

With the request, the department head must attach a memo to the dean summarizing the individual's major university responsibilities and stating specifically how these will be adequately covered during the sabbatical period.

In planning a sabbatical leave, the faculty member should discuss his/her ideas and plans with his/her department head as they develop, and at an early stage have the department head review drafts of all documents. The formal request should be submitted at least 5 months prior to planned beginning of leave.