

**SABBATICAL APPLICATION COVER SHEET  
FOR ADMINISTRATIVE TRACKING PURPOSES**

Date: \_\_\_\_\_

Faculty Member's Name: \_\_\_\_\_

Department & College: \_\_\_\_\_

Semester/Year for which sabbatical leave is sought: \_\_\_\_\_

Semester/Year of last NMU sabbatical leave: \_\_\_\_\_

Sabbatical Plan Summary: What activities/work will be undertaken? Please note space is limited to 1,100 characters.

What are the expected outcomes? Check all that apply:

- |   |   |
|---|---|
| <input type="checkbox"/> Paper(s) submitted for publication | <input type="checkbox"/> Book(s)            |
| <input type="checkbox"/> Conference presentation            | <input type="checkbox"/> New revised course |
| <input type="checkbox"/> Submitted grant application        | <input type="checkbox"/> Artistic work      |
| <input type="checkbox"/> Other (describe)                   |   |

**ACCEPTABLE SABBATICAL TYPE**

One Semester

Two Semesters

<b>PROCESS STEPS</b>		<b>Audience for Action*</b>					
		Applicant	Department Head or Chair	CAC	Dean	FRC	PVPAA
<b>Due Date</b>	<b>Action per AAUP Master Agreement</b>						
September 15	Applications due to Department Head	NA		NA	NA	NA	NA
September 29	Departmental judgments and rankings to CAC and Dean from Department Head					NA	NA
October 6	Appeals of department decisions must be received by CAC from the Applicant					NA	NA
October 21	CAC and Dean judgments and rankings to FRC						NA
October 28	Appeals of CAC and Dean decisions must be received by FRC						NA
November 11	FRC judgments and rankings to PVPAA						
Prior to November 18	Faculty member can appeal to PVPAA		NA	NA	NA		
November 18	Announcement of sabbaticals by PVPAA						
November 29	Final adjustment date for accommodated sabbaticals						

\*Please send a copy to the designated person or committee and mark when completed.

I agree to return to the University for one (1) full academic year immediately following my sabbatical leave.

I agree to provide the Department Head, Dean, and PVPAA a complete report (in writing) on the status of my accomplishments during the leave, within one (1) semester after returning.

I agree to inform the University of any other salaries, grants, fellowships, or other financial support I expect to receive or do receive while on sabbatical leave.