Sabbatical Leave Proposal Checklist
(Please turn in with report)

NAME ________________________________ DATE___________

______ Cover Page with Title, Name and Term of leave
______ Table of Contents (numbered)
______ Numbered pages
______ Identified appendices (if included)

______ A one-page Abstract
______ A one-page summary of expected outcomes.
______ A narrative describing your proposal in detail.
______ A justified and specific timeline.
______ Information on travel (regardless of traveling or not)

7 Forms:
______ a. Applicant Information
______ b. Department Chair's Statement
______ c. Division Dean's Statement
______ d. Personnel Eligibility Form
______ e. Letter of Indemnification
______ f. Service & Prior Sabbatical Form
______ g. FRC form