

### Application for Sabbatical Leave

Applicants and Chairs: please consult the Policy and Procedures on Sabbaticals in our Policy Repository. Chairs must clearly demonstrate how an applicant's teaching obligations will be covered during the sabbatical period, and we must work to be as cost-neutral as possible (postponing course offerings, etc.) when approving sabbaticals at this time.

Link: [University policy concerning the granting of Sabbatical Leave](#)

Please note that the CVPA deadlines below are earlier than the university deadline.

1. **Now**- Faculty member should discuss with Department Chair of sabbatical intentions and plans for feedback before deciding to apply
2. **September 22** (11:59 pm)– Faculty member notifies department chair and dean via email of intention to apply for sabbatical with this attached form.
3. **September 23** Dean's office creates cases in Interfolio.
4. **October 7** (11:59 pm)– Faculty member submits application online via Interfolio.
5. Application should include:
  - a. Updated CV
  - b. Sabbatical Application Letter/Statement of Purpose (Description of research activity how you will utilize the time the sabbatical provides)
  - c. Abstract, required (a synopsis of the intent of the sabbatical; more detail than what is included in the statement of purpose, including how the results/outcomes will be disseminated; timeline, etc.)
  - d. Additional Documents that support the sabbatical application, optional (letters of support; letters from publishers, galleries, theatres, etc.)
6. **October 25** (11:59 pm)– Department Chairs submit letters of support via Interfolio.
7. **November 1** – Dean forwards reviewed materials to VPAA and Provost
8. **November 15** -Provost's Council reviews applications
9. **December 1**- Provost forwards the President sabbatical recommendations and Deans will notify Chairs of sabbatical awards

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Faculty Member Name

Rank

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Department

Number of years at Winthrop as a full-time faculty member

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Year/ duration of last Sabbatical leave, if applicable



*College of Visual and Performing Arts*

Semester/ Year of requested leave with dates

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Please summarize above how the leave would be used to further your professional development (research, formal study, or other pertinent activity that might enhance your competency as a faculty member).

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Indicate how your courses will be covered and if there is an associated cost

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Faculty Member Signature (electronic acceptable)	Date
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