Winthrop University
College of Visual and Performing Arts

Applications for Sabbatical Leave 2018-2019

University policy concerning the granting of Sabbatical Leave, is stated on this webpage: apps.winthrop.edu/policyrepository/Policy/FullPolicy?PID=248.
Please note that the CVPA deadlines below are earlier than the university deadline.

If you plan to apply for a sabbatical, review the Winthrop University policy including the eligibility and other requirements for sabbatical leave.

**Deadlines for Sabbatical Leave Applications are as follows:**

**For Sabbatical Leave to be taken Fall 2019 or next academic year (2019-2020):**
- **By Thursday, October 4, 2018** – Faculty member talks with Department Chair and Dean before developing the application for sabbatical.
- **By Thursday, October 11** – Faculty member completes this form and submits it to Department Chair.
- **By Thursday, October 18** – Faculty member submits application to Department Chair as described in the Winthrop Sabbatical Leave Policy (link above).
- **By Thursday, October 25** – Department Chair forwards application and letter of support to Dean.
- **By Thursday, November 1** – Dean forwards application and letters of support to Academic Affairs.

**For Sabbatical Leave to be taken Spring 2020 or calendar year 2020 (January-December):**
- **By Friday, February 15, 2019** - Faculty member talks with Department Chair and Dean before developing the application for sabbatical.
- **By Friday, February 22** – Faculty member completes this form and submits it to Department Chair.
- **By Friday, March 1** – Faculty member submits application to Department Chair as described in the Winthrop Sabbatical Leave Policy (link above).
- **By Friday, March 8** – Department Chair forwards application and letter of support to Dean.
- **By Friday, March 15** – Dean forwards application and letters of support to Academic Affairs.

*Sabbatical requests made at other times during the year may be considered depending on circumstances.*

____________________________________________________________
Name
____________________________________________________________

Rank_________________________ Department_________________________

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

Academic year of last Sabbatical leave, if applicable___________________________

Time Frame of Requested Leave:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Spring 20__</th>
<th>Fall 20__</th>
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<tbody>
<tr>
<td>Full-year</td>
<td>Academic Year: 20__ - 20__ or Calendar Year: 20__</td>
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*Please indicate below 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). Use additional pages if necessary.*

Applicant's Signature_________________________ Date of Application_________________________