

SOUTHWEST MINNESOTA STATE UNIVERSITY

PROCEDURE

MSUAASF SABBATICAL LEAVE PROCEDURE

1. Sabbatical Application forms and procedure are available from Human Resources.
2. The Sabbatical Application form must be completed and submitted to department head/dean for review within timelines set out below.
3. The department head/dean completes the impact section of the application form and forwards to Provost or appropriate Vice President.
4. The Provost or appropriate Vice President's office forwards a copy of the Sabbatical Application to MSUAASF Professional Improvement committee for review and comment. Response from this committee should be made to the Provost or appropriate Vice President. (This committee meets in July, September, and January.)
5. Notification of approval or denial of Sabbatical Application will be made by the President within three months of the date of application.

Timelines:	<u>Length of Leave</u>	<u>Application Deadline</u>
	Three months	6 months prior to begin date
	Over 3 months, up to 10 months	9 months prior to begin date
	Eleven months	December 15 or previous year

See also:
P-003 Sabbatical Leaves

MSUAASF Sabbatical Leave Application

Date of Application: _____

Name: _____ Department: _____

Date of Appointment at SMSU: _____ No. of years Full-Time Service: _____

Begin/End Dates Last Sabbatical Leave: _____

Dates of Proposed Sabbatical Leave: _____

1. Purpose of Sabbatical Leave:

2. Plan to achieve Sabbatical leave
Purpose: Outline specific activities of Sabbatical Leave including scholarship, grants, planned employment to be awarded.

Upon completion of this sabbatical leave, I agree to return to the University for one year of full-time service.

Signature of Sabbatical Leave Applicant

3. Dean Impact Statement
Outline the impact of sabbatical on services of department, staffing, replacement leaves, etc.

Dean's Signature

Date