

Sabbatical Leave of Absence for Academic Year 2024–25

Faculty: Following this memorandum, please find the coversheet and information required for academic year 2024–25 sabbatical leaves. Your application (consisting of items 1 - 2, 5 - 6 below) must be submitted to the department chairperson or equivalent administrator no later than **November 15**, 2023. Review committees are composed of faculty and academic staff from diverse disciplines. Therefore, please write for highly educated professionals outside your discipline.

Schools and Colleges: Once you are ready to submit your unit's applications, please contact <u>the Office of Faculty Affairs and Development</u> for instructions.

Applications must be submitted to the Office of the Provost by: **December 15, 2023**.

The individual applications should be arranged in the following order:

- 1. Application Coversheet with signatures;
- 2. Information Required by University Sabbatical Leaves Committee (questions 1-4);
- 3. Chair (or equivalent) evaluation;
- 4. Committee evaluation;
- 5. Report on last sabbatical (if applicable); and
- 6. Professional Record, signed and dated by the applicant.

According to the current contract, "If the application is not approved at any level, the applicant will be informed that the application will not be forwarded further." Further information on procedures for evaluation of applications can be found in the WSU/AAUP-AFT Agreement, Article XIII.B.2.

Notification of the decision on the applications will be given by March 1, 2024.



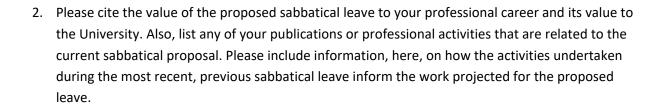
Application for Sabbatical Leave of Absence Coversheet

Name:	School/College:
Email:	Department:
Rank/Classification:	
Assignment (9 or 12 month):	Campus Phone:
Most Recent Sabbatical:	[Please specify exact semester(s)]
OR check box if first sabbatical:	
A sabbatical leave of absence is requested for	the following semester(s):
OR (if the applicant has a 12-month appointm	ent) for the following period (between August, 2023, and August, 2024):
4.5 monthsbeginning :	9 months beginning:
semesters in the year immediately following e University during the leave (unless this obligate her designee); and (2) he/she will submit a w which he/she has achieved the purpose for "Consulting by University Faculty and Researc	re is granted (1) he/she will return to service with the University for two expiration of this leave, or refund the compensation paid him/her by the tion is specifically waived or deferred by the University President or his/ritten report at the conclusion of the leave that sets forth the extent to which the leave was granted. Please note that University Policy 03-4 ch Personnel" applies fully during sabbatical leaves (section 2.4), which nember on sabbatical may not average more than one day a week in exported annually to the dean or director.
My signature, below, is certification that I have	e accumulatedsemesters of teaching service under the
terms of the WSU/AAUP-AFT contract and qua	lify for leave at 60% 80% 100% of salary.
Signature of Applicant	Date
Approved by	
Department Chair/Director	Date
Approved by Dean/Vice President	Date

Information Required by University Sabbatical Leaves Committee

Please confine your answers to the space provided; any supporting materials may be attached. **Please** append your professional record and these pages to the Coversheet for Sabbatical Leave of Absence.

1. Please give a brief statement of your project. Include in the statement (1) a summary of the current state of knowledge in the area of your project (if applicable); (2) the methods you propose to employ; and (3) the contribution you expect to make to this field.



3. Where do you plan to carry on your investigation and what influenced your decision to choose this location? Please note that it is recognized that successful sabbatical leaves are not dependent on travel to another location. (If the sabbatical requires a signed agreement between the faculty member and a sponsoring institution, please indicate the status of that agreement.)

