

Notification of Intent to Apply for Sabbatical Leave  
OR  
Request to Defer Sabbatical Leave

Name\_\_\_\_\_

Department or School\_\_\_\_\_

Year of Appointment\_\_\_\_\_

Tenure Granted in \_\_\_\_\_

Total Number of Leaves Granted\_\_\_\_\_

Last Leave\_\_\_\_\_ (Sabbatical or Junior Faculty)  
A report on the last leave must be filed before you can apply again.

**Please choose one:**

**1)** I intend to apply for a sabbatical leave for (please check one and fill in the year)

\_\_\_\_ Full Year      \_\_\_\_\_ Fall      \_\_\_\_\_ Spring of Academic Year \_\_\_\_\_  
Accepting this leave \_\_\_\_\_ is \_\_\_\_\_ is not contingent on funding. If contingent on  
funding, please identify the grant and the anticipated date of notification:

Grant:\_\_\_\_\_

Anticipated date of notification:\_\_\_\_\_

**2)** I am requesting a deferment of my sabbatical for (please check one and fill in the year)

\_\_\_\_ one year (must file **Notification of Intent to Apply for Sabbatical Leave** in \_\_\_\_)

\_\_\_\_ two years (must file **Notification of Intent to Apply for Sabbatical Leave** in \_\_\_\_)

Please forward this form to your immediate supervisor by April 1. He/she will file the original with the Associate Dean of the Faculty and a copy with the Provost and return a copy to you by May 1 (or the first weekday thereafter). This form is not forwarded to the Faculty Development Committee, but it establishes your eligibility to apply during the fall semester

**OR**

it formally defers the date of your application. Details of the application and deferment process for sabbatical leaves can be found in the IWU Faculty Development Handbook.

Applicant's Signature\_\_\_\_\_ Date\_\_\_\_\_

Supervisor's Signature\_\_\_\_\_ Date\_\_\_\_\_