

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 _____