

Request to Defer Sabbatical Leave

Name _____

Department(s) or School(s) _____

Year of Appointment _____ Tenure Granted in _____

Total Number of Leaves Granted _____ Year of Last Leave _____

A report on the last leave must be filed before you can apply again.

I am eligible to apply for a sabbatical leave in _____.

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

_____ one year (must file **Sabbatical Leave Application** in _____)

_____ two years (must file **Sabbatical Leave Application** in _____)

Please forward this form to your immediate supervisor by April 1 (or the first weekday thereafter). They will file the original with the Thorpe Center and file copies with the Provost and the Office of Institutional Research and Planning. The Thorpe Center will confirm receipt of your request by email.

This form is **not** forwarded to the Faculty Development Committee, but it will either establish your eligibility to apply during the fall semester

-OR-

it will formally defer the date of your application, without altering the timeline for subsequent sabbaticals.

Applicant's Signature _____ Date _____

Supervisor's Signature _____ Date _____