



COE COLLEGE

APPLICATION FOR SABBATICAL LEAVE

Name: _____

Proposed Academic Year for Sabbatical Leave: _____ Academic Year Fall Term Spring Term

Application materials – due to the Provost’s Office by **December 1:**

1. **Cover Sheet** — Sign and return this cover sheet as a paper copy.
2. **Supporting documents** — **Email** the following attachments to provost@coe.edu:
 - *Project Proposal:* Your proposal should explain as fully as possible, including nature of project, with whom or with what institution you expect to work (if this is pertinent), and your location for working on the project. What benefit(s) will this sabbatical have for you and for the institution?
 - *Curriculum Vitae.*
3. **Advising** – What plans do you have for the advisees assigned to you during your leave?
 - Please assign them to _____
 - Please assign them to members of my department.
 - I will send a list to the Registrar’s office at least one month before starting my leave to indicate the appropriate assignments.

4. **Teaching** – What courses would you normally be teaching during your leave?

I hereby commit myself to return to Coe College as an employee for at least one year following any sabbatical granted on the basis of this application, as required by the Coe College sabbatical policy, and agree that if I fail to do so for reasons other than disability, I will refund and pay back to the College the salary paid to me during sabbatical.

Signature of Applicant

Date

To be completed by Department Chair --

1. Is anyone else from this dept. expected to be on sabbatical during the applicant’s proposed leave? Yes No
2. How will your department cover the applicant’s courses such that students are able to maintain their progress? For example, if you need overloads, please explain how many and why.

Signature of Department Chairperson

Date

Approved by: _____

Signature of Provost

Date

Signature of President of College

Date

Note: Upon approval of your sabbatical proposal by the Board of Trustees, a copy of this form will be returned to you, complete with signatures.