

**Pacific Lutheran University**  
**Preliminary Sabbatical Leave\***  
*Request Form for Academic Year 2018-19*  
*(due Thursday, December 15, 2016)*

*A Preliminary Application for Sabbatical Leave requires significantly more than a notice of intent. The preliminary application should present the intended project in as full a form as possible. Approval or a decision to defer or deny the preliminary proposal will be made based on the criteria noted in "D." Criteria for Selection of Faculty for Leaves" on p. 99 of the Faculty Handbook after consultation with the faculty member's chair, dean, and the Committee on Rank and Tenure. Hence, a laundry list of "possible" sabbatical projects does not comprise a persuasive case for sabbatical approval.*

\_\_\_\_\_  
 Department/School

\_\_\_\_\_  
 Name

1. (a) Period of Requested Leave

- ] Full academic year, 2018-19
- ] Fall semester, 2018
- ] Fall semester and January term, 2018-19
- ] January term and spring semester 2019
- ] Spring semester, 2019
- ] Other \_\_\_\_\_

(b) If period is less than full year, circle the number of courses you plan to teach each term:

- ] Fall:                    2    3
- ] January Term:        1
- ] Spring:                    2    3

2. Indicate, as specifically as possible, your plan for use of the sabbatical, including the work plan for your project. Address the value of the project with regard to your professional growth and development and its value to your department or school and the university. **Please limit yourself to no more than two single-spaced typed pages.**
3. If you are seeking additional funding from external sources to support your project, please identify those sources and the date by which you will know whether you have been granted funding. Also note if the length of your requested leave is dependent on securing outside funding.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\* For Policies and Procedures, see *2014 Faculty Handbook*, pp. 103 (see statement below)

**Statement**

*[Faculty Handbook, p. 103, A. 5: Faculty members who are eligible for sabbatical and wish to request the opportunity must ordinarily file initial application, which includes a description of the intended activities, with the provost no later than **December 15th** of the second year preceding the school year during which the sabbatical is desired. Copies of the application should be submitted to one's departmental chair and divisional or school dean. The provost, in light of the criteria listed in Section D, and of recommendations of the other academic administrators involved and of the Faculty Committee on Rank and Tenure, will issue provisional approval or will defer or deny the request. In the case of a denial, appeal may be made to the president.]*

*[Faculty Handbook, p. 103, A. 6: By **October 15th** of the year preceding the requested sabbatical, those faculty members who received provisional approval should provide the above administrators\* with as nearly finalized plans for the requested sabbatical as possible. Recommendations for or against final approval will then be made by the provost to the president. Those sabbatical requests endorsed by the president will then be submitted to the Board of Regents for final action. If sabbatical plans are changed significantly from those approved by the board, reapproval by the provost and president must be obtained.]*

- \* c: Department Chair
- Divisional Dean
- Provost
- Rank and Tenure Committee (c/o Provost's Office)

Office of the Provost  
 September 2016