



# Pacific Lutheran University

## Sabbatical Leave Request Form

### Final Request for Academic Year 2027-2028

(Due October 15, 2026)

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#### Faculty Information

Name

Department/School

#### Period of Requested Leave Information

Please select a period of leave:

Full academic year, 2027-2028

Calendar year, 2028

Fall semester, 2027

Fall semester and January term, 2027-2028

January term and Spring semester, 2028

Spring semester, 2028

Summer semester and Fall semester, 2028 (available only to faculty on 12 month contracts)

For partial year requests within AY 2027-2028, indicate the number of courses you plan to teach in each term that you will not be on leave.

| Fall 2027 | J-Term 2028 | Spring 2028 |
|-----------|-------------|-------------|
| 1         | 1           | 1           |
| 2         |             | 2           |
| 3         |             | 3           |

For calendar year requests and requests that span both AY 2026-2027 and AY 2027-2028, indicate the number of courses you plan to teach in each term that you will not be on leave.

| J-Term 2028 | Spring 2028 | Summer 2028 | Fall 2028 |
|-------------|-------------|-------------|-----------|
| 1           | 1           | 1           | 1         |
|             | 2           | 2           | 2         |
|             | 3           | 3           | 3         |

Does your College Dean approve of this sabbatical leave plan?

Yes      No

If the period of requested leave has changed from your preliminary request, please list changes below.

**Proposal Information**

In 500 words or less, indicate as specifically as possible your plans for the sabbatical. Please specify how the sabbatical contributes to your professional growth and development, and how your activities will benefit the university.

Please provide a timeframe for the project along with a justification for that timeframe, and a statement of expected outcomes and/or products.

Our insurance provider requires us to submit information about employee travel. Please select the estimated number of days you expect to travel for sabbatical work. A travel day is any day a person leaves (or is away from the primary work location to conduct company business, (e.g. meetings, sales calls, out of town, bank, post office, collecting data, attending conferences, meeting with research collaborators, etc.) Commuting to the PLU campus is not considered travel. Include summer travel, if applicable.

No travel

1-10 travel days/year

11-25 travel days/year

26-50 travel days/year

over 50 travel days

If traveling outside of the United States, please list the destination country/countries and number of travel days:

If development of plan or length of leave depends on additional funding (from external sources), state reasons and possible sources. Also, indicate date by which you will know whether such funding is available.

Please submit signed copies (electronically OR in hard copy) to the Office of the Provost ([provost@plu.edu](mailto:provost@plu.edu)), your Academic Unit Head and College Dean, and the Rank and Tenure Committee (c/o Provost's Office or [facgov@plu.edu](mailto:facgov@plu.edu)) by October 15, 2026.

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Signature

Date

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For Sabbatical Policies and Procedures, please see the Faculty Handbook, Part X, Section 4A, numbers 1-6. The Faculty Handbook is available at: [www.plu.edu/faculty-resources/faculty-handbook/](http://www.plu.edu/faculty-resources/faculty-handbook/)