

To: Faculty Member

From: Samuel B. Mukasa, Executive Vice President and Provost

1. Confirm with Human Resources (humanresources@esf.edu) that you are eligible for sabbatical leave.
2. Complete the table below, print, sign and attach Leave Activity Proposal¹.
3. Submit this form and Leave Activity Proposal¹ to your Department Chair for review and if approved for transmission to the Provost.

To Be Completed By Faculty Member	
Name:	
Dates Requested: For <u>10 month faculty</u> enter semester(s) requested. For <u>12 month faculty</u> enter dates requested.	
Anticipated compensation from sabbatical host institutions or supporting funding agencies:	

I hereby agree to conform to all of the mandates of Article XIII, Title E of the Policies of the SUNY Board of Trustees, 2006, including: continuing as a member of the faculty for a minimum of one year upon my return from leave and, within 30 days of my return, submitting to the Provost and President a detailed report of my professional activities and accomplishments while on sabbatical leave.

Faculty Signature

Date

To: Department Chair

From: Samuel B. Mukasa, Executive Vice President and Provost

1. Submit a letter to me indicating your approval of this sabbatical leave request.
2. Include in your letter your request for any additional resources required as a result of this leave to meet departmental academic obligations.
3. Attach this completed form and the Leave Activity Proposal¹ submitted by employee. All documents must be delivered to the Provost by March 1 of each Academic Year for all sabbatical leave requests for the following Academic Year.
4. Provost's Office will request and complete the information in the next section.

To Be Completed By Human Resources	
Date of ESF Hire:	
Date Continuing Appointment Received:	
Dates of Previous Sabbaticals:	
Current Salary:	
To Be Completed By Provost	
Sabbatical Compensation: half / full pay	Signature of Approval:

¹The Leave Activity Proposal should indicate what the goals of the sabbatical are and specific plans for achieving those goals/outcomes. It should also include a statement on how the sabbatical will strengthen the capabilities of the individual, Department, and Institution.