**Procedure for Faculty Sabbatical Leave**

**Procedure Title:** Faculty Sabbatical Leave

**Department Responsible:** College of Education

**Contact Person and Title:** Department Chair or Supervisor

**Procedure:** In compliance with The University of Alabama policy regarding sabbatical leave and faculty exchange, applicants will be requested to provide the following information:

a. Description of the project to be undertaken;

b. Description of prior work done on the proposed project;

c. Anticipated outcome of the project;

d. Anticipated time of completion of the project;

e. Statement of value of the project to the professional goals of the requester, to the

program area of the requester, and to the University;

f. Description of appropriate plans for travel or residence away from campus;

g. Dates and nature of previous leaves;

h. Special circumstances such as contingency on grants and approval for use of facilities of

other agencies; and

i. Plans after completion of leave.

Applications will be rank ordered and forwarded to the Provost.

**What Policy is Connected?** UA Faculty Handbook, Chapter 4, Section III, A-H

**Scope:** College of Education Faculty