

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