



## **Spring Sabbatical Deadlines**

**May 1, 2021** — Deadline for sabbatical leave to be submitted to the departmental committee chaired by the Department Chair

**May 15, 2021** — Deadline for sabbatical leave to be submitted by the Departmental committee to the Dean

**June 1, 2021** — Deadline for sabbatical leave to be submitted by the Dean to the Provost's office

**June 15, 2021** — Deadline for sabbatical leave to be submitted by the Provost to the President

**June 29, 2021** — Deadline for President to approve sabbatical submitted by the Provost

**June 29, 2021** — Deadline for HR review and all parties formally notified by the Provost

## **Checklist**

1. An electronic signature-enabled Request for Sabbatical Leave cover page will be the only cover page accepted with the sabbatical application. Must be completed fully stating half or full pay with all required signatures. Cover page pdf can be found online at <https://www.clemson.edu/provost/faculty-affairs/sabbatical.html>
2. Please ensure all requested dates adhere to the academic semester dates.
3. The faculty member must prepare a proposal containing a concise description of the goals of the requested leave (and supporting materials such as the activities to be pursued, how the leave will contribute to the faculty member's professional growth, how the leave will benefit the Department/College/University.)
4. In consultation with the department chair, the faculty member must address how continuing responsibilities will be covered during the term of the sabbatical, i.e., teaching responsibilities, graduate advisees, research projects, etc.
5. The recommendation of the College Committee/Department Chair must be included in the packet. The chair must reinforce support for how continuing responsibilities will be covered during the faculty member's leave.
6. The recommendation of the Dean must be included in the packet.
7. A copy of an up-to-date CV must be included in the packet.

### Order of Documents

1. Cover Sheet
2. Goals
3. CV
4. Memos referenced above
5. Supporting Documentation