



## **Spring 2024 Sabbatical Deadlines**

- May 1, 2023** — Deadline for faculty member to submit sabbatical leave application to the departmental committee chaired by the Department Chair
- May 15, 2023** — Deadline for departmental committee to submit sabbatical leave application to the Dean
- June 1, 2023** — Deadline for the Dean to submit sabbatical leave application to the Provost's office (e-mail to [apfa@clermson.edu](mailto:apfa@clermson.edu))
- June 15, 2023** — Deadline for the Provost to submit the sabbatical leave application to the President
- June 29, 2023** — Deadline for President to approve sabbatical submitted by the Provost
- July 1, 2023** — Deadline for Provost to formally notify HR review and all parties

## **Checklist**

1. An electronic signature-enabled Request for Sabbatical Leave application will be the only cover page accepted with the sabbatical application. Must be completed fully stating half or full pay with all required signatures. Sabbatical Repayment Agreement application (pages 2-3 of application) must also be completed and signed. Application 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. Chair must reinforce support for coverage of continuing responsibilities 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. Summary of Sabbatical and Goals
3. CV
4. Memos referenced above
5. Supporting Documentation (if applicable)