



## Sabbatical Checklist

### Required for consideration

- Completed Application
- Application Transmittal Document
- Dean Recommendation
- Department Chair Recommendation
- Personnel Committee Recommendation

### Required after approval

- Signed Agreement
- Out of State Travel Form

### Required after sabbatical is complete

- Sabbatical Summary

*\*All completed documents should be turned into the Office of the Provost in the order listed above*