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## Sabbatical

The Sabbatical Committee makes recommendations to the Chancellor regarding sabbatical proposals. The committee is charged with determining if each proposal is complete and **meets the criteria for professional renewal, new or renewed intellectual achievement, growth through study, research, writing, field observations, creative work and/or travel so teaching and professional effectiveness can be enhanced, scholarly usefulness increased and instruction, academic and service programs strengthened.** In reviewing satisfactory proposals, the primary factor considered is the applicant's seniority with the institution. If sabbatical slots are limited, exceptional service may be considered.

### [Leave Procedures](#)

Read the guidelines for applying for sabbatical leave.

### [Proposal Outline & Leave Request Form](#)

Download an outline for sabbatical leave proposals and the necessary forms to apply.

### [Proposal Sample](#)

View a sample sabbatical leave proposal.