Applying for Sabbatical Leave

Before applying for sabbatical leave, check first with the Academic Personnel coordinator to insure that you have enough credits for your desired length of leave. Remember that it takes 9 sabbatical leave credits earned to take a one quarter fully paid leave. You earn credits at the rate of one credit per quarter in active service.

The ideal deadlines for faculty leave application for submission to the College of Letters and Science are:

- Fall Quarter: April 1st
- Winter Quarter: August 1st
- Spring Quarter: December 1st

Here are the steps involved in applying for a leave

1. During your area's curriculum planning, discuss the potential for leave with your colleagues to insure adequate teaching coverage during the coming academic year.
2. Write a letter of application to the chairperson of the Psychology Department which include the information as outlined in APM 740-94 (Academic Personnel Manual), if possible, prior to the above Letters and Science deadlines.
3. Allow approximately 2 weeks for final approval by the Dean of the College of Letters and Science.
4. Within 90 calendar days following return from your leave, write a report of the result as outlined in APM 740-97 (Academic Personnel Manual).