

# ROUTING SHEET

## APPLICATION FOR FACULTY SABBATICAL LEAVE

**Applicant**

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**Position/Title** \_\_\_\_\_ **Date** \_\_\_\_\_

**Academic Affairs** (Due to Academic Affairs October 8, 2007) Action: \_\_\_ Eligible \_\_\_ Ineligible

Comments \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Department Personnel Committee** (Due to Department Personnel Comm. October 15, 2007)

Action: \_\_\_\_\_

Comments \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

**Department Chair** (Due to Department Chair October 22, 2007) (Please sign contract attached and include a statement delineating any replacement costs to the institution.)

Action: \_\_\_\_\_

Comments \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

**School Personnel Committee** (Due to School Personnel Committee October 29, 2007)

Action: \_\_\_\_\_

Comments \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note:** As the Bylaws process for sabbatical recommendations changes to reflect the new structure, the routing form will be revised accordingly, and some steps may be omitted or collapsed.

**Dean of the School** (Due to Dean November 5, 2007) (Please sign contract attached.)

Action: \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Academic Affairs** (Due to Academic Affairs November 12, 2007 for collation)

Action: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Faculty Personnel Committee** (Due to Faculty Personnel Comm. November 19, 2007)

Action: \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Provost** (Due to Provost December 3, 2007)

Action: \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**President** (Due to President December 17, 2007)

Action: \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_