

FACULTY REQUEST FOR APPROVAL OF SABBATICAL LEAVE

Sabbatical Leave: Sabbatical leave may be provided to UAB tenured-earning or tenured faculty holding the rank of assistant professor, associate professor, or professor. For each six academic years of full-time service, as defined by the faculty member's department and school, a member of the tenure-earning or tenured faculty is eligible to apply for paid sabbatical leave for one-half year at full pay or for one full year at half pay. Sabbaticals are not awarded automatically. Applications must be submitted at least six months, and preferably one year, in advance of the start of the leave. Applicants are required to submit a plan of activities along with this request. (See Section 4.4 of the *UAB Faculty Handbook* for additional information.)

When a faculty member is on sabbatical, whether on campus or away from campus, the faculty member is still under the employ of UAB and all policies in the *UAB Faculty Handbook*, *You and UAB Handbook*, and school handbooks apply. This includes the UAB Copyright, Consulting, Conflict of Interest, Conflict of Commitment, Patent, and Vacation and Sick Leave Policies. Approval of a sabbatical as indicated below certifies that this activity constitutes a UAB business purpose.

NAME: _____ **FACULTY ID#:** _____

FACULTY RANK: _____ **SCHOOL/UNIT:** _____

DEPARTMENT: _____ **DIVISION:** _____

EMAIL ADDRESS: _____ **CAMPUS TELEPHONE:** _____

ACADEMIC EMPLOYMENT SERVICE DATE: ____/____/____ **APPOINTMENT LENGTH: TENURED** **TENURE-EARNING**
9-MONTH **12-MONTH**

DATES OF REQUESTED LEAVE: ____/____/____ to ____/____/____

NUMBER OF YEARS SINCE LAST SABBATICAL: _____

EXPENSES COVERED BY DEPARTMENT/SCHOOL/COLLEGE/LIBRARY: YES NO

If yes, please specify and include estimated costs:

TYPE OF SABBATICAL LEAVE BEING REQUESTED: ATTACH STUDY PLAN

Check applicable boxes: Without Pay ½ Year, Full Pay With Pay 1 Year, Half Pay

Will the sabbatical include foreign travel?

No Yes - Foreign Travel Request Form also must be completed.

Signatures	Date
Faculty Member:	
Approved – Department Chair:	
Approved – Dean:	
Approved – Provost:	
Approved – President:	

Distribution: President's Office will send original form back to Faculty Affairs Office for distribution.