



Faculty Sabbatical Leave Request

To be attached to the form:
Termination/Leave of Absence & Return/Layoff & Return

Name:	Rank:	Date:
School/College:	Department:	Employment Date:
LEAVE DATES:		
Start:		End:
Dates of Previous Leave(s) (if any)		

NOTE: If a previous sabbatical was taken, please attach a copy of the most recent leave report.

For Faculty Applicant:

1. On a separate sheet, please describe in detail:
 - a. The scholarly activities you will engage in and the accomplishments you expect to achieve if this leave request is granted.
 - b. The basis for choice of both period and locale for this leave.
 - c. The reasons for your expectation that:
 1. Your scholarly enrichment and increased professional competence will result from this leave.
 2. Your value to Oakland will be increased.
 3. Oakland's reputation in the academic community will be enhanced.
2. **Applicant Please Note:** A half-pay leave for two terms results in a 50 percent reduction in regular annual salary. A half-pay leave for one term results in a 25 percent reduction in regular annual salary. If you have not elected the nine-month pay option, any pay rate adjustments caused by your leave will not be coincident with the leave period.

Signature of Faculty Member

Date

For Chairperson or Dean:

On a separate sheet, please provide the following information:

1. Courses to be taught or administrative or professional library service to be performed by this faculty member if not on leave. Please identify course rubrics and numbers and estimated enrollment, where appropriate.
2. Describe in detail the adjustments to be made in academic unit scheduling to accommodate this leave, if granted, and the probable effect of these proposed changes on student curricular choices or on library service available.

Routing: 1) Department 2) Dean's Office 3) Provost's Office

Three copies required: Original for Provost's Office; one copy each for Dean's Office and Department