



*The checklist is a guide for preparing the sabbatical leave materials. Please be sure to review AC-17 as well.
Do not include with the sabbatical leave documentation submitted for review. Last revised 8/28/2023*

APPLICATION MATERIALS

- Sabbatical Leave Application Form (*page 1*)
Please ensure the following fields are completed and accurate.
 - PSU ID Department
 - Name Title
 - College Campus
 - Period of Leave Requested Percentage of Salary on Leave
 - Years of Service Date of Tenure
 - Date of Previous Leave (if applicable)
 - Briefly describe the proposed project, stating its purpose and where it will be conducted.
 - Will you be receiving outside compensation in conjunction with your leave?
 - If yes, from whom?
 - Signed by Candidate
- Sabbatical Leave Application Form (*page 2*)
 - Department Head signed the signature page and recommendation
 - College Committee Chair signed the signature page and recommendation
 - Dean signed the signature page and recommendation

DEPARTMENT HEAD REPORT

Describe why recommend (or not). Include details on coverage while on leave and assessment of proposed project and the projected benefits.

COLLEGE COMMITTEE REPORT

DEAN'S REPORT

SUPPORTING DOCUMENTS

- Narrative Body
 - Purpose – Include compelling need for sabbatical as opposed to a course buyout.
 - Work to be Accomplished – Include estimated timeline. (if applicable)
 - Projected Results – Include how will goals be accomplished.
 - Justification – Include the benefits for the faculty member and for the University.
- Letters of invitation from collaborators and/or host institutions or agencies.
- Current Curriculum Vita (Including a complete publication list and professional activities and accomplishments.)
- Copy of report from previous sabbatical leave. (if applicable)
- Detail and documentation of external funding. (if applicable)
- Plan for coverage of teaching, advising, and service responsibilities while on leave.