

**FACULTY RENEWAL LEAVE
(SABBATICAL LEAVE)**

NAME: _____

EFFECTIVE DATE: _____

DEPARTMENT: _____

LEAVE TYPE: ___ PAID ___ UNPAID

**** Faculty Renewal Leaves must be submitted three (3) months prior to the effective date****

REQUIRED DOCUMENT(S)	DATE SENT TO FACULTY AFFAIRS	DATE REC'D IN FACULTY AFFAIRS	RESPONSIBLE PARTY
• Review Sheet			Department (Chair)
• Letter from Faculty to Chair			Department (Faculty Member)
• Letter from Chair to Dean			Department (Chair)
• Letter from Dean to Chancellor			Office of Faculty Affairs
• Detailed description of the plan (inclusive of the anticipated outcome) for the Renewal Leave			Department (Faculty Member)
• Letter from Host Institution			Department (Faculty Member)
• CV			Department (Faculty Member)
• G/L String			Department
<u>Complete Process:</u>			
1. Prepare FTF/Upload into Perceptive Content			Office of Faculty Affairs
2. Finance approval			Office of Faculty Affairs
3. Dean's approval			Office of Faculty Affairs
4. RBHS approval			Office of Faculty Affairs
5. Send FTF to UHR			Office of Faculty Affairs
6. Update FIS			Office of Faculty Affairs
7. Prepare and Email Confirmation Letter			Office of Faculty Affairs
8. File Documents			Office of Faculty Affairs