

## Sabbatical Intent Form

A faculty member who wishes to apply to for a Sabbatical Leave must submit this form to the Office of Faculty Development by June 30<sup>th</sup> prior to the fall semester in which he/she would like the application to be reviewed. The faculty member must:

1. Read the guidelines for Sabbatical in COE Handbook Section 6.XI.A
2. Ascertain his/her eligibility for a sabbatical leave by contacting the Office of Faculty Development to confirm eligibility to apply for sabbatical.
3. Begin conversation with the Department Chair/Program Director concerning course coverage and coverage of any other departmental responsibilities, including advising.
4. Initiate communication with the School Dean regarding the nature and focus of the sabbatical and coverage of school or college-wide responsibilities.
5. Begin the process of [IRB approval](#), if the project involves research on human subjects. (Note: IRB approval must be completed by the time the research is conducted.)
6. Complete and submit this form to The Office of Faculty Development, [facdev@messiah.edu](mailto:facdev@messiah.edu).

Initial the following and sign below:

\_\_\_\_\_ I have completed the above requirements.

\_\_\_\_\_ I understand that a draft copy of my proposal must be submitted to my School Dean at least two weeks prior to the start of fall classes.

Name (please print) \_\_\_\_\_

Department and School \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_