



Sabbatical Intent Form

A faculty member who wishes to apply for a Sabbatical Leave must submit this form to the Office of Faculty Development (facdev@messiah.edu.) by **June 30th** prior to the fall semester in which s/he would like the application to be reviewed. The faculty member must:

1. Review the guidelines for Sabbatical Leave in Section 6A of the COE Handbook.
2. Begin conversation with the Department Chair/Program Director concerning course coverage and coverage of any other departmental responsibilities, including advising.
3. Initiate communication with the School Dean regarding the nature and focus of the sabbatical and coverage of school or university-wide responsibilities.
4. Begin the process of [IRB approval](#), if the project involves research on human subjects. (Note: IRB approval must be completed prior to the research being conducted.)

In submitting this form, the faculty member acknowledges that the above steps have been completed. Upon receipt of this form, the Office of Faculty Development will confirm the faculty member's eligibility to apply for sabbatical and initiate the candidate's sabbatical leave application file.

A draft copy of the sabbatical leave proposal is due to the School Dean no later than two weeks prior to the start of fall classes. A final copy of the sabbatical leave proposal is due to the Office of Faculty Development no later than September 15th.

Name: _____

School: _____

Date: _____