

THE UNIVERSITY OF RHODE ISLAND

STAFF

REQUEST FOR SABBATICAL/EDUCATIONAL LEAVE

NAME _____ RANK/TITLE _____

COLLEGE _____ DEPARTMENT _____

LWOP _____ EDUCATIONAL _____ FULL YEAR _____

SABBATICAL _____ Fall Semester _____ Spring Semester _____

Other _____

Date of Initial Appointment: _____

Dates and Types of Previous Leaves _____

Number of Years of Full Time Service at URI: _____
(partial years of service are not cumulative and cannot be counted)

**ATTACH A STATEMENT WHICH INCLUDES THE FOLLOWING
INFORMATION:**

- I. Background for sabbatical/education leave proposal; specific intended outcomes of leave activity (short term and long term goals);**
- II. A specific outline of the sabbatical/education leave proposal, including dates, location of study, specific arrangements for laboratory space, studio space, or library facilities; and activities to be conducted;**
- III. Supporting materials: Letters confirming support or agreement to cooperate; an evaluation of the project if applicable; a bibliography relevant to the activity being prepared; and**
- IV. An updated resume limited to material related to the requested leave.**

APPLICANTS SIGNATURE: _____

DATE: _____

APPLICANTS FOR LEAVES (six copies) SHOULD BE FORWARDED TO THE VICE PRESIDENT BY FEBRUARY 1 AND TO THE ASSISTANT VICE PRESIDENT FOR HUMAN RESOURCE ADMINISTRATION BY MARCH 1 OF THE ACADEMIC YEAR PRECEDING THE LEAVE.

The following section is to be completed by the Supervisor:

EVALUATION OF THE PROPOSAL (include its worth and contribution to the department as well as the individual's professional growth).

WILL A REPLACEMENT BE NECESSARY? YES _____ NO _____

HOW WILL THE PROFESSIONAL ASSIGNMENT OF THE APPLICANT BE CARRIED OUT DURING THE PERIOD OF LEAVE?

SUPERVISOR'S RECOMMENDATION _____

SUPERVISOR'S SIGNATURE _____

DATE _____

DEAN/DIRECTOR/S RECOMMENDATION _____

DATE _____

PROVOST'S RECOMMENDATION _____

PROVOST'S SIGNATURE _____

DATE _____

PRESIDENT'S SIGNATURE _____

DATE _____

HUMAN RESOURCE ADMINISTRATION _____

DATE _____

September 1984

November 1985 (revised)