



Name: \_\_\_\_\_

Rank: \_\_\_\_\_

Department: \_\_\_\_\_

School: \_\_\_\_\_

Beginning Date of Sabbatical Leave: \_\_\_\_\_

One Semester Leave  Two Semester Leave

Please Review section 3.2.3 in the *LETU Policy Handbook* for the terms and conditions of sabbatical leave eligibility.

*Signatures of approval and support.* By signing below, the department chair and dean:

- (a) Approve and support the sabbatical leave application of the candidate named above
- (b) Agree to identify and procure the necessary adjunct faculty to cover the normal course load of the faculty on leave (funds will be supplied by the Provost Office)
- (c) Will appoint any other leadership and department responsibilities typically held by the candidate to other department members.

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Dean of School \_\_\_\_\_ Date \_\_\_\_\_

Sabbatical leave “is designed to further the professional stature of the faculty and enhance their performance at the University.” Sabbatical awards are offered on a competitive basis and are “dependent on the anticipated professional development of the faculty member, the enhancement of the faculty member’s performance at the University, including the benefit to the University in research or teaching...” *To fulfill the application requirements for sabbatical leave, please answer the following questions related to the intentions of sabbatical leave.*

(1) What are your detailed plans of sabbatical leave activities?

- (2) What are your intended outcomes of the sabbatical leave with regard to scholarship, teaching, and/or professional development? How will you measure your outcomes?
- (3) How will your sabbatical activities further your professional stature?
- (4) How will your sabbatical activities benefit your department, school, and the University?
- (5) How do you plan to formally disseminate the results and benefits of the sabbatical leave with the LeTourneau University campus?

The sabbatical leave is to be rendered in accordance with the policies stated in the *Faculty-Staff Handbook* and this sabbatical leave agreement, the latter taking precedence where the two shall differ.

The sabbatical leave assistance is a forgivable loan. Forgiveness of the loan will begin with the next semester after the sabbatical has ended. This will begin on (fill in date) \_\_\_\_\_ The loan will be forgiven over a two-year period of full-time employment as follows; partial years will not be prorated.

- a. One-half at the end of one year after the end of the sabbatical leave.
- b. One-half at the end of the second year after the end of the sabbatical leave.

If the faculty member separates or reduces his/her hours to part time prior to two full years after completing the sabbatical leave, the faculty member will be liable for the balance due on the loan. Loan repayment must begin within 30 days after the separation or status change and must be paid within two years at an interest rate of 8% on the balance owed.

Acceptance of this agreement is indicated by the signatures of the following parties:

Faculty member \_\_\_\_\_ Date \_\_\_\_\_

Provost \_\_\_\_\_ Date \_\_\_\_\_

V.P. for Business and Administration \_\_\_\_\_ Date \_\_\_\_\_

President. \_\_\_\_\_ Date \_\_\_\_\_

Copies: Original to Academic Affairs

Copies to Financial Accountant, Payroll, Human Resources, Employee

Accounts Payable# \_\_\_\_\_