

**ADMINISTRATIVE AND SERVICE FACULTY (MSUAASF)
SABBATICAL LEAVE REQUEST
ST. CLOUD STATE UNIVERSITY**

Please prepare 4 copies. When action has been completed, they will be distributed as follows:

- Original to be retained in Personnel Office
- One copy to Applicant
- One copy to Supervising Vice President
- One copy to immediate Supervisor

.....
From: _____ **Date:** _____

To: _____, President, St. Cloud State University

Via: 1. _____
(Immediate Supervisor) Name Title

2. _____
(Unit Vice President) Name Title

3. _____, Vice President for Administrative Affairs

Subject: Request for Sabbatical Leave for: (Fall) (Spring) of 20____ (All Year 20____)

Other Dates: _____

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I. Recommendation of Immediate Supervisor: _____ **Approve** _____ **Disapprove**
Comments: (Explanatory comments on the cost of the leave)

Date Signature Title

.....
II. Recommendation of Vice President: _____ **Approve** _____ **Disapprove**
Comments

Date Signature Title

.....
III. Action Taken by President _____ **Approve** _____ **Disapprove**

_____, President, St. Cloud State University
Date Signature

I. The Proposal:

State below the purpose for which the leave is requested and the contribution this leave will make in terms of enhancing your effectiveness and contributions to the university.

II. Other Factors:

The applicant may comment on this page in regard to such things as (1) factors that the applicant feels are significant but which are not included in Part I, and (2) exceptional or emergency situations that may deserve special attention.

III. Contributions and Supporting Data:

A. 1. Number of years of full-time service at SCSU (excluding leaves without pay): _____

2. Date of last sabbatical: _____

B. Discuss or list, under separate headings, your professional activities during the past six years in these areas: (1) performance or assigned duties, (2) publications, (3) research activities, (4) honors, (5) participation in learned and/or professional societies, (6) local, state, national, or international involvement in education or scholarly activities (other than learned or professional societies), and (7) professional advancement.

C. Discuss or list your contributions in areas other than your major assignment during the past six years. List these contributions under separate headings for department, unit vice president, university, and other areas.