

Office of the Provost

**Sabbatical Leave Preference Submittal Form**

To ensure that appropriate sabbatical leave eligibility records are kept, faculty who planned to apply for sabbatical for 2021-2022 are asked to complete this form. Please state your preferences for an academic year for your sabbatical and rank them according to the scale below. Please send the form by **March 3, 2021** to Michele Kennedy [michele.kennedy@uah.edu](mailto:michele.kennedy@uah.edu) in the Office of Academic Affairs, to your dean, and to your department chair. If you have any information that you would like to convey concerning the timing of your requested sabbatical leave, please use the comment section.

Please note the College of Engineering will not be able to start incorporating faculty into the sabbatical leave schedule until 2022-2023 because of the ABET accreditation schedule.

Your deans will consider your preferences as well as the academic/teaching needs of the college and will notify you of the year when your sabbatical leave can be applied for and incorporated into the schedule. As always, an application must be submitted and approved before you can take a sabbatical leave.

Ranking:

1. first preference
2. second preference
3. third preference
4. fourth preference

Preference for sabbatical year

2021-2022 \_\_\_\_\_\_\_

2022-2023 \_\_\_\_\_\_\_

2023-2024 \_\_\_\_\_\_\_

2024-2025 \_\_\_\_\_\_\_

Comments: